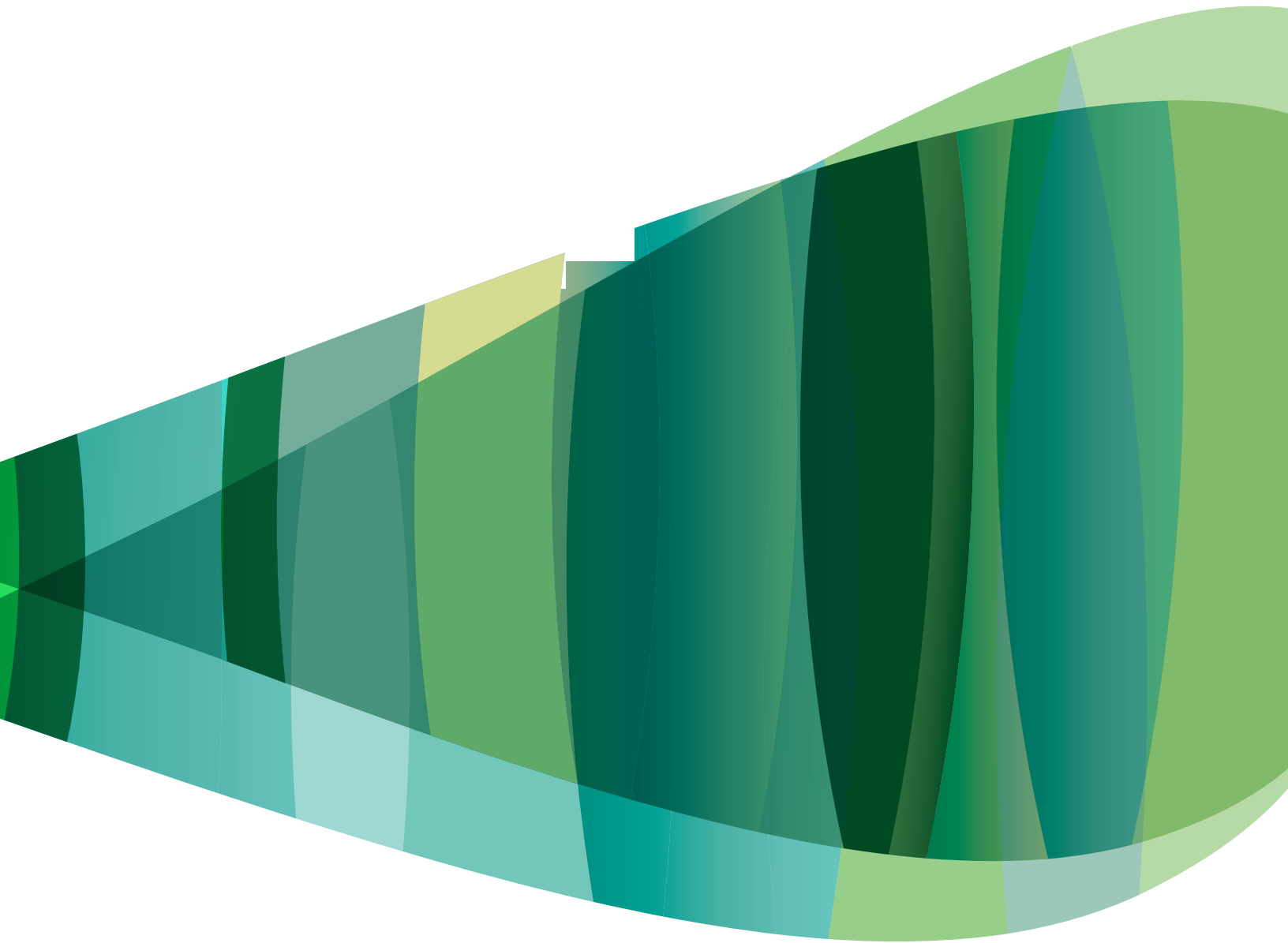
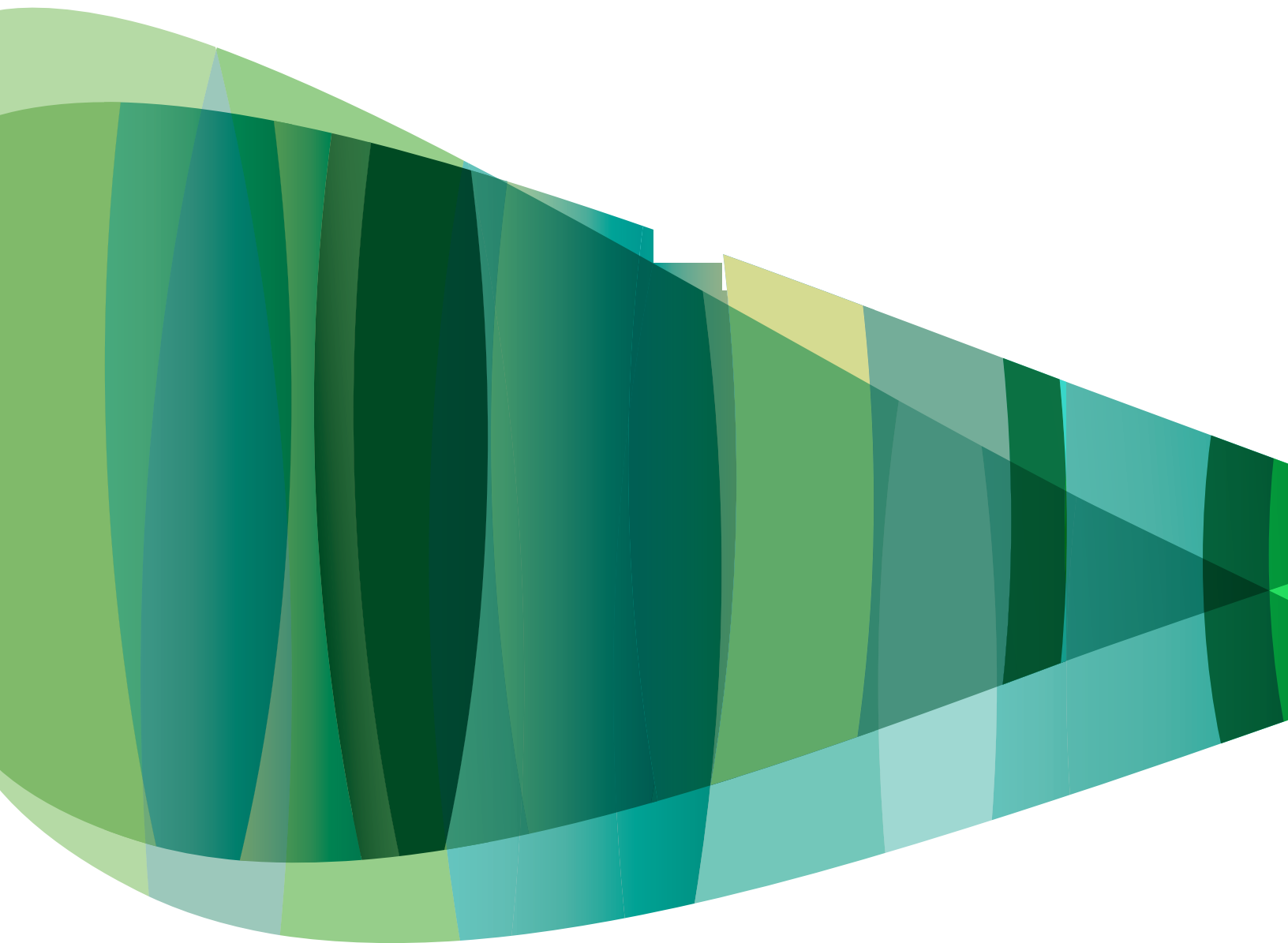


Microsoft Live Meeting to  
**ADOBE® CONNECT™ 8**  
Transition Guide





Microsoft Live Meeting to  
**ADOBE<sup>®</sup> CONNECT<sup>™</sup> 8**  
Transition Guide

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# Contents

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<b>1. Getting started</b>	
Introduction to Live Meeting and Adobe Connect	2
System requirements	4
<b>2. Web meetings</b>	
Logging into a web meeting	8
Creating a web meeting	10
Managing a web meeting	12
Recording a web meeting	28
Managing the web meeting library	36
<b>3. Webinars</b>	
Creating and managing webinars	48
<b>4. eLearning</b>	
Creating and managing an eLearning course	56
<b>5. Web meeting, webinar, and eLearning room options</b>	
Sharing presentations	64
Customizing your viewing experience	70
Using whiteboards	72
Whiteboard overlay	80
Screen sharing	80
Chat messages and questions	92
Q&A	94
Audio and video	98
Sharing files, polls, and web links	108
Breakout rooms	118
<b>6. Additional features of Adobe Connect</b>	
Connection properties	124
Sharing content for Adobe Flash technology	125
<b>7. What's new in Adobe Connect 8</b>	
Easier to use	128
Better collaboration	129
Richer audio and video experiences	130
Improved access and extensibility	131
Increased security and enterprise support	132

## Adobe Connect terminology:

1. An Adobe Connect meeting is a virtual synchronous gathering of people and resources in a unique online meeting room.
2. An Adobe Connect Meeting room is the virtual environment in which a meeting, learning event, or webinar takes place.
3. A pod is an area of the screen where information is displayed, where data is transferred, or in which interactions take place. Pods include chat, file sharing, presentations, notes, and Q&A, among others.
4. A layout is a specific arrangement of pods. There are pre-configured layouts. Layouts may be easily customized.
5. Hosts, presenters, and participants are the user roles within a meeting. They are identified by the following icons:

*Host**Presenter**Participant*

6. A host sets up the meeting, invites participants, prepares content for display and sharing, and can make participants into presenters or hosts.
7. A host can share his or her computer screen, share documents such as PowerPoints, broadcast live video and interact with participants in Q&A.
8. A participant can view the Presenter's content, communicate with others in chat, and ask questions. When enabled by the host, participants can speak to the meeting, interact with content, and share screens and whiteboards.

# 1. Getting started

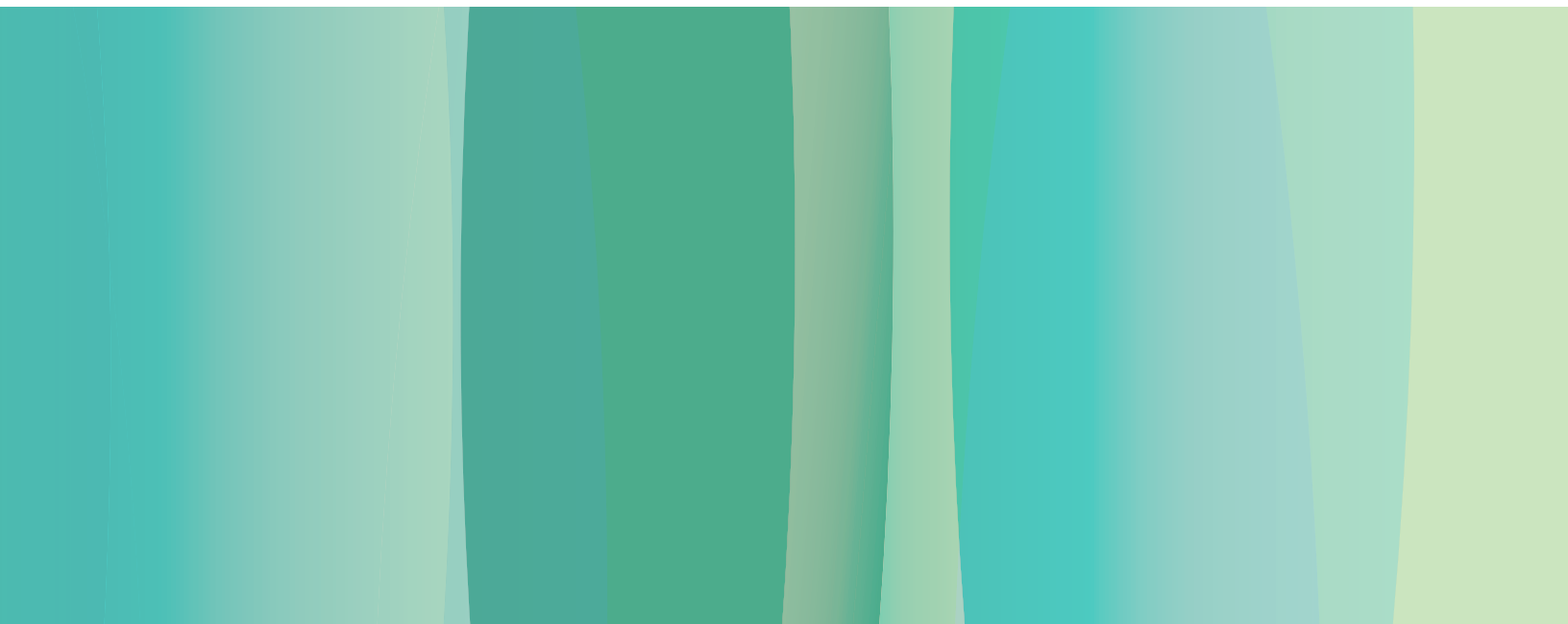
## Lesson overview

Topics covered in this lesson:

- Introduction to Microsoft Office Live Meeting and Adobe Connect
- System requirements

## About this guide

This guide is designed to help you transition from a Live Meeting environment to the Adobe Connect environment. The Live Meeting method for working is described on the left-hand page, while the Adobe Connect process is displayed on the right-hand page. While this guide should help smooth your transition, it is not intended as in-depth training.



# Introduction to Live Meeting

Microsoft Office Live Meeting is an online meeting space that individuals or organizations can subscribe to. It provides a space for "real-time" collaboration for meetings, events and e-learning training programs. Microsoft Office Live Meeting is a fully-hosted service that provides a pay-per-basis or monthly subscription option.

## **Microsoft Office Live Meeting is used for:**

- **Microsoft Office Live Meeting**—Uses Microsoft Office Live Meeting client to create an online meeting space in a browser window
- **Microsoft Office Live Meeting Events**—Creates large web conferences with the ability to manage registrants and create comprehensive reports
- **Microsoft Office Live Meeting Training and Workshops**—Creates online training and workshops with the ability to gather information, manage, quiz and record participants



# Introduction to Adobe Connect

Adobe Connect is a Flash technology powered online synchronous and asynchronous content delivery and collaboration system, which may be licensed to your servers, hosted on Adobe Systems' servers, or hosted by a managed services provider offering full control over compliance and security.

Because Adobe Connect is based on Adobe Flash technology, which is already installed on virtually all Internet-connected computers, participants do not need to install any software to take part in an Adobe Connect session. Hosts and presenters only require a seamless Adobe Connect Add-in.

## Adobe Connect is used for:

**Web Meetings**—Adobe Connect for Web Meetings enables you to significantly improve collaboration, both inside and outside your own organization's firewalls. You can use Adobe Connect for a full range of online meeting needs, from simple screen sharing all the way to mission-critical, real-time collaboration. Adobe Connect allows your teams to work more efficiently and effectively, and drive to better outcomes while reducing operating expenses.

### Key benefits of Adobe Connect for Web Meetings

- Ensure easy meeting access and intuitive experiences for all participants.
- Enable rich, highly collaborative interactions so your teams can complete work faster.
- Manage meetings and content more effectively.
- Meet your organization's security and compliance requirements.
- Integrate with your existing systems and extend core Adobe Connect capabilities to meet specific needs.
- Optimize scalability, performance, and usage.

**Webinars**—Adobe Connect for Webinars enables organizations to increase attendance, boost response rates, and generate more interest through rich and engaging, highly interactive, and impactful online events.

### Key Benefits of Adobe Connect for Webinars

- Ensure easy webinar access and maximize attendance.
- Capture audience attention and keep participants engaged.
- Reach thousands with the Adobe Connect Webcast option.
- Utilize event management services to ensure success.
- Enable self-registration of participants.

**eLearning**—Adobe Connect for eLearning provides novices and experts alike with the capabilities needed to easily create and deliver compelling self-paced online courses, conduct highly interactive virtual classes, and efficiently manage training programs.

### Key benefits of Adobe Connect for eLearning

- Rapidly create high-impact training.
- Deliver engaging virtual classes and on-demand courses.
- Manage participation, track progress, and assess course effectiveness.
- Enhance training sessions by integrating Adobe Connect with third-party systems.

# System requirements

## System setup for Live Meeting

It is recommended that you have the Microsoft Office Live Meeting client installed on your computer to run or join a meeting. If you automatically click to join a meeting, Microsoft Office Live Meeting will prompt you with any software installation that may be needed.

To install Microsoft Office Live Meeting client before joining a meeting:

- When you receive an email invitation to join a meeting, click on the links under the **First-Time Users** section and follow the instructions. Use of Microsoft Office Live Meeting without being signed in through the Sign In application is not supported.

Internet Explorer 6.0 with SP2	Windows XP SP2	Microsoft JVM 1.1, Sun 1.5.11, 1.6x
Internet Explorer 7	Windows XP SP2	Sun 1.5.11, 1.6x
Internet Explorer 6.0 with SP1	Windows XP SP1a	Microsoft JVM 1.1, Sun 1.5.11, 1.6x
Internet Explorer 6.0 with SP1	Windows 2000 SP4	Microsoft JVM 1.1, Sun 1.5.11, 1.6x
Internet Explorer 6.0 with SP1	Windows 98 SE	Microsoft JVM 1.1, Sun 1.5.11, 1.6x
Internet Explorer 7	Windows Vista	Sun 1.6x
Firefox 2.0	Windows XP SP2	Sun 1.5.11, 1.6x
Safari 2.0	Mac OS X V10.4	Apple Java 1.4.2
Safari 1.3	Mac OS X V10.3	Apple Java 1.4.2
Mozilla 1.7	Solaris 10	Sun 1.5.11, 1.6x

## System requirements

- Microsoft Office PowerPoint 2000 or later
- Adobe Flash Player version 9 or higher
- 64 MB RAM

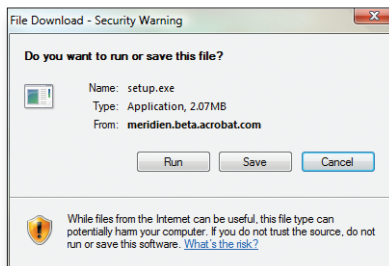
To view slides with audio or video:

- Windows Media technologies player version 9 or 10
- Apple QuickTime player and the Windows Media Components for QuickTime by Flip4Mac on the Apple Macintosh platform
- Windows Media Player Firefox Plugin when using Firefox on Windows XP

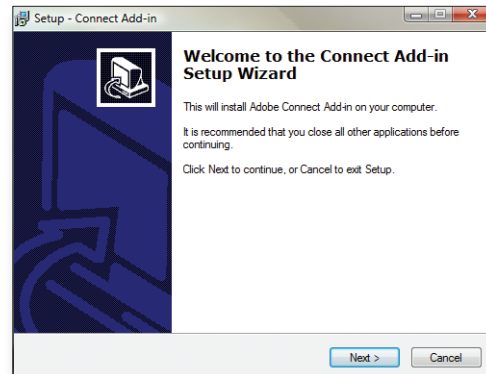
# System requirements

## System setup for the Adobe Flash Player

Any computer with Flash Player installed can participate in an Adobe Connect session. Hosts and presenters in Adobe Connect have added capabilities which are enabled by a lightweight plug-in: the Adobe Connect Add-in. The first time you're called upon to host or present in Adobe Connect, you'll be asked to install the Add-in.

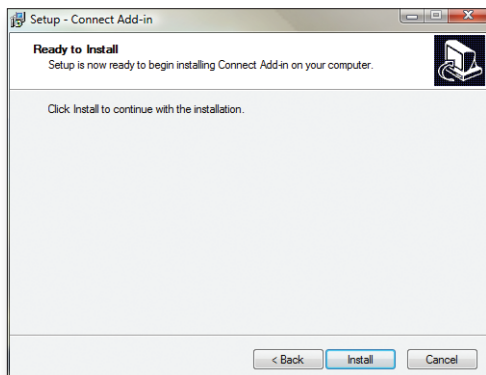


Adobe Connect Add-in executable file

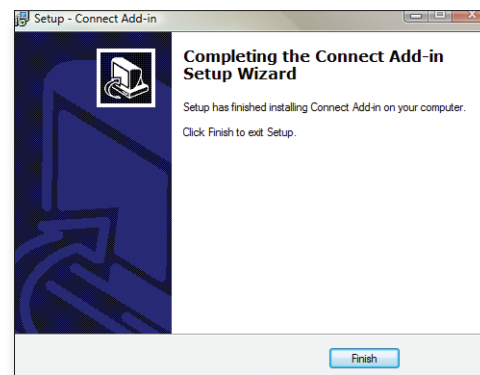


Adobe Connect Add-in Install Wizard

Choose "Run" when you agree to install the add-in and then follow the installer instructions on the screen. Your firewall software may ask if you wish to continue. Please choose "Yes", "Continue" or "Run" should these options appear.



Click Install



Finished install

## System requirements

Your system must meet these requirements in order for you to be a meeting participant:

- Adobe Flash Player for the browser (version 10.1 or higher)
- Minimum bandwidth requirement is DSL/Cable (wired connection recommended)
- Minimum 1 GHz processor recommended when sharing your desktop or an application

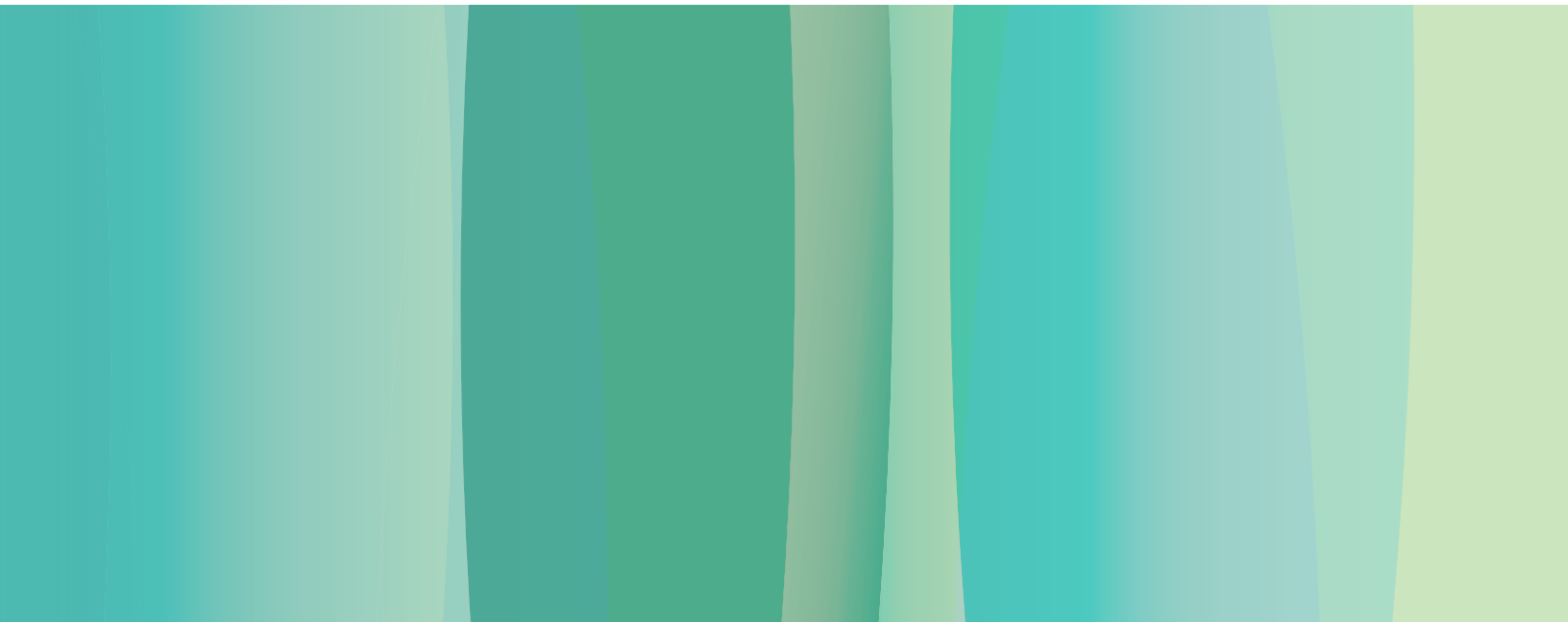


# 2. Web meetings

## Lesson overview

Topics covered in this lesson:

- Logging into a web meeting
- Creating a web meeting
- Managing a web meeting
- Recording a web meeting
- Managing the web meeting library



# Logging into a web meeting

## Logging into a Microsoft Office Live Meeting meeting

1. Open the meeting invitation.
2. Click the **Join the Meeting** link.
3. Microsoft Office Live Meeting client will automatically install (if you do not have it on your computer) and you will be automatically connected to the meeting.

# Logging into a web meeting

## Logging into an Adobe Connect meeting room

1. Open a web browser.
2. Browse to the URL provided by the host, or click on the URL in your web meeting invitation email.
3. Under **Enter as a Guest**, type your name.
4. Click **Enter room**.



The screenshot shows the Adobe Connect login screen for a session titled "Jay's Connect Test Session". At the top, the Adobe Connect logo is displayed. Below the session title, there are two login options: "Enter as a Guest" (selected with a radio button) and "Enter with your login and password" (unselected). Under the "Enter as a Guest" option, there is a text input field labeled "Name" and a button labeled "Enter Room".

Enter as a Guest

# Creating a web meeting

## Overview of user roles in a meeting

- **Meeting Organizers**—The Meeting Organizer sets up meetings, invites participants, sets permissions for presenters and attendees and can manage all aspects of a meeting.
- **Presenters**—A presenter shows prepared information, creates new pages of content during meetings, uploads handouts for participants to download, answers questions during a meeting, manages Breakout rooms, sets attendee permissions and records meetings.
- **Attendees**—Attendees view and participate in meetings, view all content, hear and see audio and video, ask questions and if given permission, can share notes and presentations during the meeting.

## To schedule a meeting using the Meet Now feature of Live Meeting

If you need to start an unscheduled meeting, use the Meet Now feature of Microsoft Office Live Meeting.

- In the Microsoft Online Services Sign In application, on the Home tab, click **Web Conferencing** located on the Home tab.
- On the **My Home** page, under Meet, click **Meet Now**.
- To invite participants to your meeting, click the **Attendees** menu.
- In the **Attendees** pane, point to **Invite** and click **By E-mail**.
- In the **To** box of the e-mail invitation, type the e-mail addresses for your participants, separating each address by a semicolon.
- Click **Send** to send the invitation for the meeting.

## To schedule a meeting using Live Meeting Manager

1. Enter your company's Live Meeting Web address.
2. Click **Login** or click **My Home**.
3. In the **Meet** area, click **Schedule Meeting**.
4. Enter the specific details of your meeting on the **Schedule Meeting** page.
5. Click **Meeting Options** to enter any additional information.
6. Click **OK**.
7. Select **Send Invitations**.
8. Click **Send Invitations** to send the invitation for the meeting.



# Creating a web meeting

## Overview of user roles in a meeting room

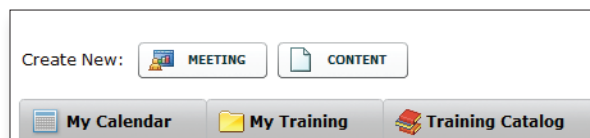
Adobe Connect allows you to create online meeting rooms where your web meeting, eLearning course, or webinar takes place. You can reuse a meeting room and the content you place in a meeting room remains there until you remove it, so you can store work in progress in each room and pick up immediately where you left off previously.

There are three different types of web meeting attendees:

- **Host**—A host sets up meetings, invites guests, approves guests, puts rooms on hold, adds/edits layouts, changes the status of attendees, switches modes, shows content, screen shares, broadcasts audio and video, and controls participant audio and video feeds.
- **Presenter**—A presenter shows content, screen shares, chats, answers questions, and broadcasts live audio and video.
- **Participant**—A participant views and participates in web meetings, views all content, hears and sees all audio and video broadcasts, and if given permission, can broadcast their own audio and video or share their desktop, documents, and applications.

## To schedule an Adobe Connect web meeting

1. Browse to Adobe Connect Central. If you are logging in for the first time, enter your login and password and click the **Login** button.
2. From the home page, click the **Meeting** button next to **Create New**.
3. Follow the Meeting Wizard steps. Only the **Name** field is required.



Create New Meeting

**Note:** Any number of participants can be made hosts or presenters simultaneously in Adobe Connect.

**Note:** You should have received your login and password in an email from the Adobe Connect server or your Adobe Connect administrator.

**Note:** A meeting room exists until you delete it. The duration of a meeting is only displayed at the time of the initial invitation and is displayed in your Connect dashboard. No additional setup is required to schedule additional meetings in existing meeting rooms.

# Managing a web meeting

## Navigating within a meeting

Enter your company's Live Meeting Web address.

- Click **Meet Now Details** to view the specific details of the meeting.
- Click **Meet Now**. You will be prompted to install Microsoft Office Live Meeting client if you do not have it on your computer. You can also find the Meet Now button as an Outlook Add-In that you can use from Outlook to create ad hoc meetings.
- Click **Join the Meeting**.
- Once in the meeting, you will see the menu bar on the top of the Microsoft Office Live Meeting client window. The menu items in the menu bar are moveable panes. You have the ability to click a menu item and then drag the window pane anywhere on your screen.
- Navigate through all of the menu items to see the available options.
- The **Content** menu allows you to share applications, documents or your desktop.

# Managing a web meeting

## Navigating within a meeting room

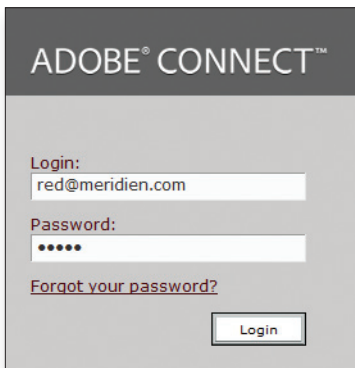
If you are an invited attendee and you are responding to an email invitation to join an Adobe Connect session, after clicking the email link you will be directed to a login screen where you will enter your name and then click **Enter room**.

The screenshot shows the Adobe Connect login interface for an attendee. At the top, it says "ADOBE® CONNECT™". Below that, the session title "Jay's Connect Test Session" is displayed. There are two radio buttons: "Enter as a Guest" (which is selected) and "Enter with your login and password". Under "Enter as a Guest", there is a text input field labeled "Name" and a button labeled "Enter Room".

Attendee Login

However, if you are a host, you have several choices:

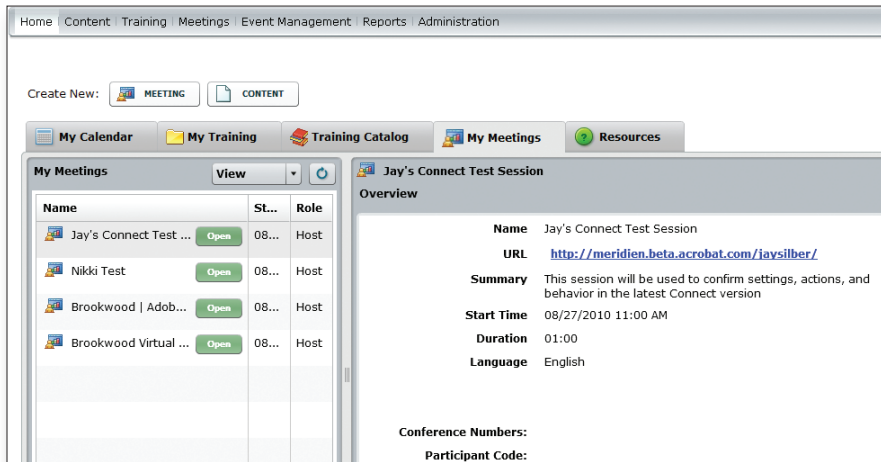
- Hosts may use the email link, select the **Enter with your Login and Password** radio button and then click **Enter room**.

The screenshot shows the Adobe Connect login interface for a host. At the top, it says "ADOBE® CONNECT™". Below that, there are two input fields: "Login:" with the email "red@meridien.com" and "Password:" with masked characters. A link "Forgot your password?" is visible below the password field. A "Login" button is at the bottom right.

Host Login

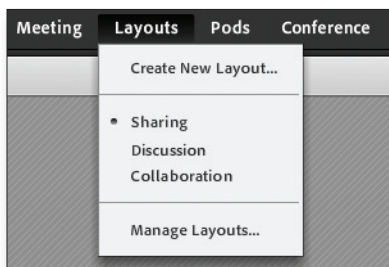


- Hosts may also go to your Adobe Connect Central site and enter your login ID and password. The resulting screen lists the meetings you or other hosts in your organization have created. You can start a meeting by clicking the **Open** button in the left pane or its URL in the right pane.



My Meetings at Adobe Connect Central

As an Adobe Connect host, you have menu choices at the top of the screen that participants do not see. Under the **Layouts** menu option, select **Discussion** and examine the pod layout.



Layouts menu

Also under **Layouts**, select **Collaboration** and examine the pod display.

Select **Sharing** under the **Layout** menu choice and explore the pod layout.

Click the remaining menu items at the top of the screen—**Meeting**, **Pods** and **Audio**—and explore the available options.

Hosts have two icons in the menu bar—one connects the host's audio and the second starts the host's webcam and enables participants' webcams. Experiment with each of these.



Audio and video controls

## Managing access to a meeting

When you schedule a meeting using the Microsoft Office Live Meeting service, you can enter how many attendees and presenters you would like to send invitations to. You can choose to send the invitations through your own email service or choose for Live Meeting to automatically send them for you.

Inviting attendees during a meeting:

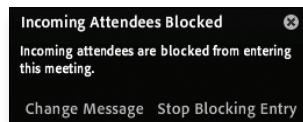
1. Click the **Attendees** menu.
2. In the **Attendees** pane, roll your mouse over **Invite** and click **By E-mail**.
3. Click **Send**.



## Managing access to a meeting room

In order for others to join your meeting, they need to be invited, have a meeting room URL, and have access to the room. In a public meeting, everyone is automatically granted access. In a private meeting, registered attendees must enter with a login and be approved by the host; guests may or may not be allowed depending on host-determined settings.

*Meeting room access options are set in Step 1 of the Meeting Wizard at the Adobe Connect Central website.*

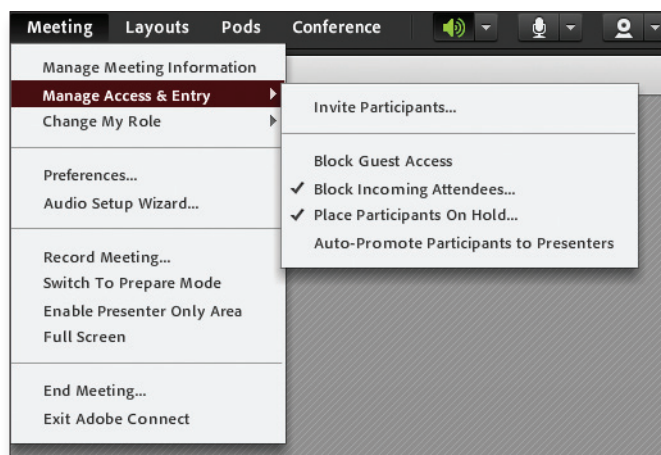


Accept/Decline Guest

Inviting attendees during a meeting:

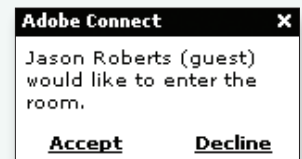
You have the option of sending the invitations via email as previously mentioned. You can also invite participants during a meeting by following these steps:

1. Select **Meeting**.
2. Click **Manage Access and Entry**.
3. Click **Invite Participants**.
4. Click **Compose Email**.



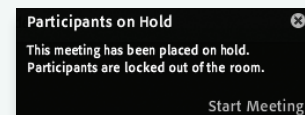
Manage Access & Entry

**Note:** When an attendee attempts to enter a blocked conference, the host sees a notification in the lower right corner of the screen. The host can accept the attendee, decline the attendee, or close the notification box. If closed, it will not appear again.



Attendees Blocked

**Note:** To open access to a meeting on hold, click the **Start Meeting** text on the lower right of the participants On Hold message.



Participants On Hold Message

## Securing the meeting

Once all required or invited attendees have joined a meeting, the organizer, or presenter, can "lock" the meeting by restricting access to it. Restricting access to a meeting prevents anyone else, including invited guests who have not yet joined, from joining it.

To lock or unlock a meeting:

- On the **Meeting** pane, click **Lock**.
- On the **Meeting** pane, click **Unlock**.

Microsoft Office Live Meeting offers several features that aid in conducting a secure meeting:

- Access Control List (ACL) control who can attend a meeting.
  - Only those who have a membership to your Live Meeting account and have officially been invited may enter your meeting room. When scheduling a meeting, you set the ACL on the **Meeting Options** page by clicking in the **Entry Control** section. You have the choice of creating a membership for an attendee if they do not have one.
- Options that limit the information provided in invitations.
  - You can choose to not send the phone number for the audio conference portion of the meeting in the original email invitation. You can put the phone number up on a text slide within the secure context of the meeting so as not to compromise the audio portion of your meeting.
- Meeting Lobby
  - The Meeting Lobby does not validate the people who enter it. You can manage the lobby by requesting a phone call, instant message or email to verify the identity of the person trying to enter the room.
  - If you want to allow someone into a locked meeting room you have the option of doing so in the Meeting Lobby. The Meeting Lobby is found on the **Meeting Options** page.
  - You can also grant access or deny access to anyone who enters the meeting lobby on an individual basis:

To perform this task:

- a. Click **Lobby** from the Meeting Pane.
- b. In the **Meeting Lobby** dialog box, select the name of an attendee and then click **Grant Access** or **Deny Access**.
- c. Click **Done**.



## Securing the meeting

Hosts can **Block Incoming Attendees**, **Block Guest Access**, or **Place Participants on Hold**.

Blocking incoming attendees:

- Select **Meeting > Manage Access & Entry > Block Incoming Attendees**.

Blocking guest access:

- Select **Meeting > Manage Access & Entry > Block Guest Access**.

Placing participants on hold:

- Select **Meeting > Manage Access & Entry > Place Participants on Hold** > click **OK**.

Adobe Connect will display the appropriate messages for the host, presenters, and participants.

## Mobile support in meetings

Mobile users may join Adobe Connect meetings. Adobe Connect works with:

- Google Android
- iPhone
- iPad
- iTouch
- Variety of other Adobe Flash technology enabled phones

## Managing attendees

Once a meeting starts, all attendees automatically receive the default privileges.

To specify attendee privileges before a meeting:

1. Enter your company's Live Meeting Web address.
2. Click **Login** or click **My Home**.
3. In the **Meet** area, click **Schedule Meeting**.
4. Enter the specific details of your meeting on the **Schedule Meeting** page.
5. Click **Meeting Options** to enter any additional information.
6. Under **Meeting Options**, you can set or limit what options participants have during the meeting.

To change privileges during a meeting:

1. Click the **Attendees** menu.
2. On the **Attendees** pane, click **More**.
3. Select **Permissions**.
4. In the **Attendee Permissions** dialog box, select the check boxes for the specific privileges you would like the attendees to have.
5. Click **Close**.

In Live Meeting client, the organizer or presenter can manage attendees by:

1. Viewing a list of attendees and arranging the list to fit your specific needs.
2. Inviting additional participants to a meeting in progress.
3. Searching for individual participants.
4. Removing participants from a meeting.
5. Changing the status of attendees during a meeting.

To promote an attendee to a presenter:

1. Right-click the name of the participant in the **Attendees** pane.
2. Click **Promote to Presenter**.
3. You cannot change a presenter to an attendee during a meeting.

To remove an attendee from a meeting:

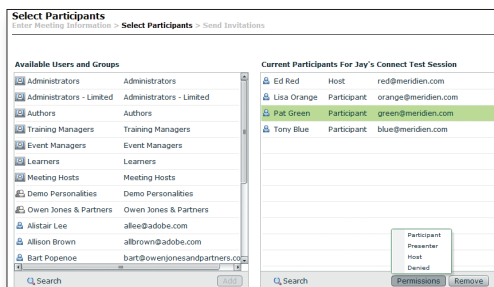
1. Right-click the name of the participant in the **Attendees** pane.
2. Click **Remove from Meeting**.
3. Click **Yes**.

## Managing attendees

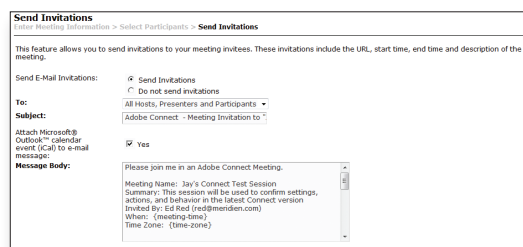
Once a meeting starts, all attendees automatically receive privileges. If the host previously specified privileges, then an attendee will receive those. Otherwise, all attendees receive the default privileges.

To specify attendee privileges before a meeting:

1. Browse to the URL for your meeting in Adobe Connect Central.
2. Click the **Meetings** tab.
3. Click **New Meeting**.
4. In Steps 2 and 3 of the Meeting Wizard, you can select participants, assign privileges, customize email invitations, and link the meeting to enterprise calendar systems.



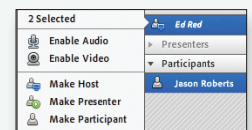
Add Attendees and assign roles



Send Adobe Connect Meeting Invitations

Hosts, presenters, and participants can join Adobe Connect meetings from Microsoft Outlook or IBM® Lotus Notes email and calendar.

**Tip:** If you want to change the attendee roles for multiple users at the same time, you can do this by holding down the Control key while selecting the users' names. Once the desired users are selected, the rollover functions will apply to all of them. You can also drag and drop attendees from one role to another.



Multiple Rollover Selections

To set, view or clear an attendee's status:

1. The participant can change his or her status in a meeting by clicking the **Edit** button next to their name under the **Attendees List** and clicking **OK** when they are done editing their information and/or status.
2. The organizer or presenter can change an attendee's status by right-clicking the name of the attendee in the **Attendees** pane and choosing the appropriate option.

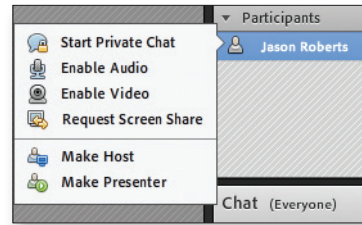
To change privileges during a meeting:

You can use the rollover feature in the Attendee pod to manage attendees.

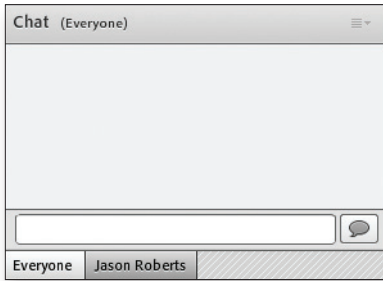
1. Roll over the attendee's name in the Attendee pod.

2. Choose from the following options:

- Start Private Chat
- Attendee's name appears as a tab in the Chat pod.



Host's Participant Rollover Menu



Chat pod with tabs for private chat

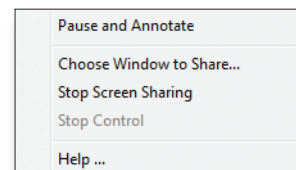
- Enable audio
  - Attendee receives message he/she may now speak.
  - Audio may be disabled with the rollover function.
- Enable video
  - Participant's webcam appears in video pod. Multiple webcams may be viewed. Video may be disabled with the rollover function.
- Request Screen share
  - Participant receives a request to share his/her screen and then chooses to share a document, an application, or the desktop.
  - Participant has a screen share option to pause, annotate, and stop screen sharing.
  - Screen share may be revoked with the rollover function.



Participant rights to speak message



Participant's screen-share request message



Screen-sharing system tray icon options



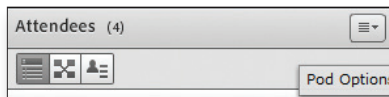
## Managing participants

### Managing Adobe Connect attendees with pod options

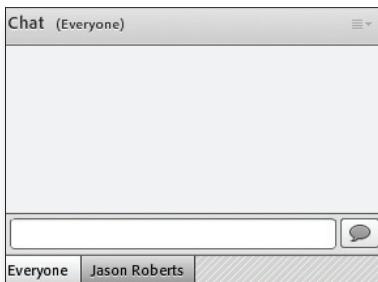
The **Attendees Pod Options** menu, available from the upper right **Pod Options** drop-down, is another way of managing attendee rights and privileges.

Highlight an attendees' name by selecting it. When you select **Attendee Options** from the resulting drop-down menu, you'll be able to:

- Edit the attendee's user info, e.g., edit the user's name.
- Start a private chat, i.e., put the attendee's name on a convenient tab at the bottom of the chat window.
- Enable the attendee's audio.
- Enable the attendee's video/webcam.
- Request that the attendee share his/her screen.
- Clear an individual attendee's emoticons by selecting **Clear Attendee Status**.
- Enable the attendee to control certain pods by selecting **Enhanced Participants Rights**. For example, you might give an attendee control over the Notes pod to take meeting notes for later reference.
- Remove the selected user.
- Clear all emoticons from the attendee pod by selecting **Clear Everyone's Status**.



Attendee Pod Options Icon



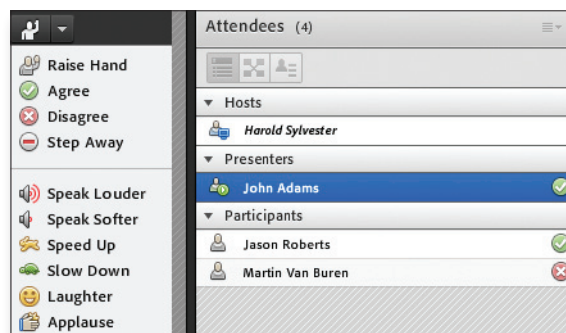
Chat pod with Private Chat tab



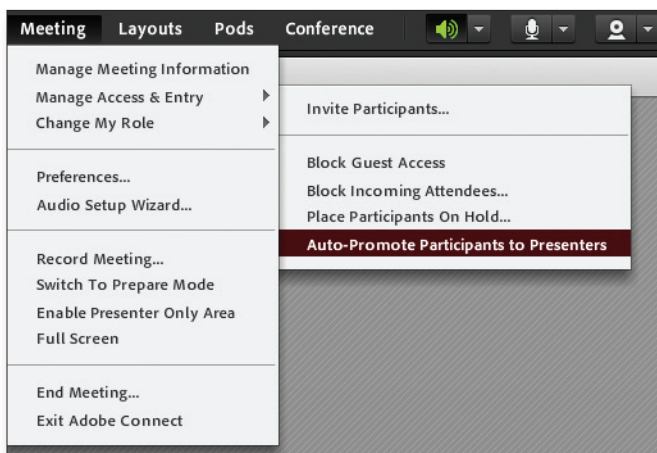
The **Meeting** menu also has attendee management functions. In addition to sending invitations and controlling attendee entry, the host can select **Auto-Promote Participants to Presenters**. This is a useful function for Adobe Connect sessions in which team collaboration is important.



Enhanced Participant Rights Check Boxes



Emoticons selected from the drop down list appear by each attendee's name.



Auto-Promote Participants to Presenters

# Recording a web meeting

## Recording a web meeting

Meeting recordings can be enabled by organizers and presenters. You can save your meeting recording to your computer or, if you have a Live Meeting service account, you can save it to your Microsoft Office Live Meeting service conference center.

To record a meeting:

- Click **Record** in the Recording pane.

To capture meeting audio:

- If you are using computer audio:
  - All audio will automatically be recorded.
- If you are using a telephone:
  - If you have not yet joined the conference call, an **Audio Not Configured** box appears. Select the **Configure Audio** button. Click **OK**.
  - In the **Telephone Audio Recording Configuration** box, type the appropriate information in the **Dialing keys** text box and click **Configure**.
  - When the "Your meeting is now ready to record audio from (phone number)" message appears, click **Done**.

To stop recording:

1. Click the **Stop** button.
2. Click **Save Recording**.
1. Click **OK**.

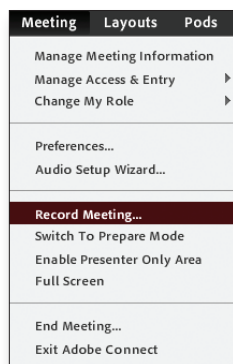
# Recording a web meeting

## Recording a web meeting

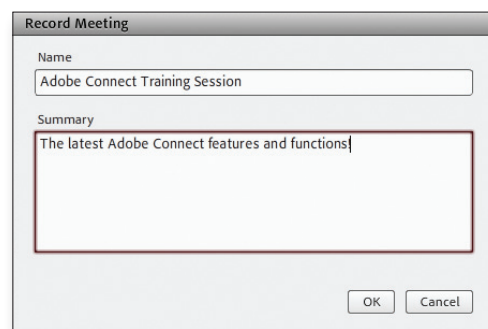
In Adobe Connect, you can record a meeting. Anyone can view a recording if they have a URL for viewing and permission to view it.

To record a meeting:

1. From inside a meeting room, select **Meeting**.
2. Click **Record Meeting**.



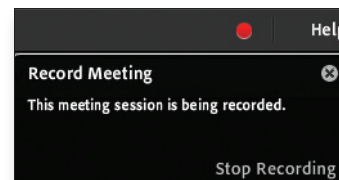
Meeting menu recording choice



Recording name dialog box

3. A dialog box will appear allowing you to name the recording and write a brief description. Click **OK**, and the recording will begin.

4. A message window will appear in the upper right corner of your screen that has a **Stop Recording** button. This window can be closed without affecting the recording. As long as the red recording icon is visible in the upper right corner of the menu bar, the session is being recorded.

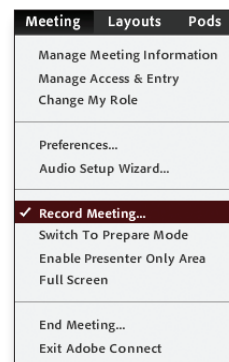


Red icon and message box confirms recording

5. To stop the recording, you may open the **Meeting Menu** and deselect the **Record Meeting** choice.

6. Once a recording has been started, everything that happens visually in a session will be recorded.

7. Meeting audio is automatically captured during a recording regardless of whether you or your attendees are using a telephone audio conference or VoIP connection. Adobe Connect Universal Voice streams telephone conference audio to VoIP participants and to the recording itself.



Deselect record meeting

## Locating and editing meeting recordings

After you record a meeting, it is archived in the Microsoft Office Live Meeting Recording Manager.

To view a meeting recording that is saved to your computer:

1. Click **Start** on your computer menu.
2. Click **All Programs**.
3. Click **Microsoft Office Live Meeting 2007**.
4. Click **Microsoft Office Live Meeting Recording Manager**.
5. In the Live Meeting Recording Manager box, click **Recent Recording**.
6. Right-click the name of the recording you would like to view and click **Play**.

To view a meeting that is save to your Microsoft Office Live Meeting service conference center:

1. Log on to Microsoft Office Live Meeting Manager.
2. Click the **View** menu on the **My Home** page.
3. Click **Recordings**.
4. In the **View Recording** section, enter the recording ID and the recording key in the **ID and Recording Key** boxes.

To edit a meeting recording in Live Meeting:

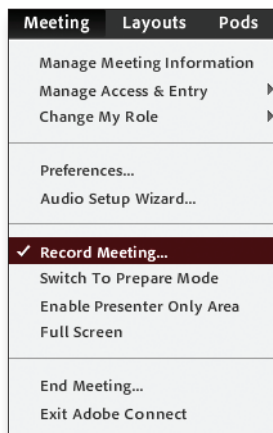
You must download and install Windows Media Encoder 9.0. This installation has abilities to edit and convert Windows Media content. Once downloaded, a program called Windows Media File Editor will be created and will be available on your **Start > All Programs** menu. This program will allow you to "mark in" and "mark out" points in the recording and allow you to save the program very easily.

## Locating and editing meeting recordings

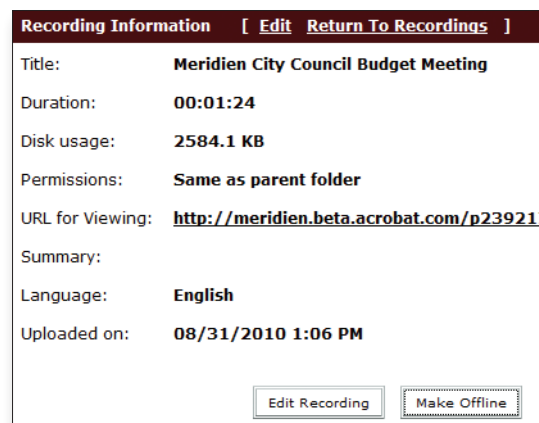
After you record a meeting, it is archived in the Meetings Library associated with the meeting room.

To view and edit meeting recording information:

1. Return to Adobe Connect Central.
2. Click the **Meetings** tab.
3. Click the link to your meeting room.
4. Click the **Recordings** link.
5. Click the link for your meeting session recording.
6. Choose **Edit**.
7. The recorded program will begin playing. It can be paused with the Pause/Play button. To the right of the Pause/Play button, there's a split triangle.
8. Use your mouse to move the right half of the triangle to an out point.
9. Drag the left half of the triangle to an in point. The section in between can be removed by clicking the **Scissors** icon.
10. There's an **Undo** icon that can be clicked to reverse an edit action, and there's a **Revert to Original** just in case an editor changes his or her mind about the process.
11. Click the recording name in the left pane of the recordings page, and then select **Make Offline**. This will create a video for Adobe Flash Player on your computer's hard drive that you can edit with a video editor such as Adobe Premiere Pro®.



Deselect Record Meeting



Recordings can be edited online or made offline



Edit Tools

## Viewing recordings

- Virtually all Internet-connected computers have Adobe Flash Player installed, which is the only software needed to view an Adobe Connect recording.



## Playing meeting recordings

You can play back a meeting recording from your computer or from you Microsoft Office Live Meeting service conference center.

To play a meeting recording from your computer:

1. Click **Microsoft Office Live Meeting 2007** under **All Programs** on your computer **Start menu**.
2. Click the **Microsoft Office Live Meeting Recording Manager**.
3. Under **Recent Recordings**, right-click the name of the recording and click **Play**.

To play a meeting recording from your service conference center:

1. Log onto Microsoft Office Live Meeting Manager.
2. Click the **View** menu on the **My Home** page.
3. Click **Recordings**.
4. Click the **View** icon in the **Recordings** list.

To grant permission to play a meeting recording:

1. This will allow other people to view recordings that you have saved on your computer.
2. Copy the meeting recording files found on your computer onto a network share.
3. Email the link of the files to the shared location you have set up to allow others to view the recording.

If you want to allow other people to view recordings that you have published to your service conference center:

1. Go to the **My Home** page and click **Recordings** under the **Manage** Menu.
2. Click the title of the meeting recording under the **Recordings** list.
3. Type the email address(s) of the people you would like to send the invitation to in the **Invitees** box.
4. Type a message if you wish and click **Send Invitations**. All invitees will receive an email with a link to the recording.



## Playing meeting recordings

In Adobe Connect, you can play meeting archives in any web browser.

To play a meeting archive:

- All hosts can simply click the URL located on the specific meeting recording page in Adobe Connect Central.
- All others can view it if they are given the URL and if they have permission to view the meeting archive.

To grant permission to play a meeting archive, choose from the available options:

- Make the meeting recording public.
- Move the recording to the Content Library and manage permissions.
- Make the recording offline by selecting **Make Offline**. This creates an FLV file which you can share on any website after publishing with Adobe Flash Professional.

When viewing a meeting recording, you can navigate to various points in the recording by moving the cursor in the play bar or by using the **Index of Meeting Events**.

To navigate or playback a meeting archive by the Index of Meeting Events:

1. Click the small white right-facing arrow in the middle of the left-hand border of the **Connect** screen.
2. A list of indexed events is displayed. Navigation may be filtered by:
  - Layout changes
  - Chat messages
  - Slide changes
  - Users joining or leaving the attendee list
  - Camera pod
3. Select one of the above events.
  - Playback moves to that event
  - Selected event is shown in green

## Retrieving meeting recordings

### Downloading meeting recording reports

After the meeting has been recorded, the recording reports can be downloaded in a comma separated value format (CSV).

To choose a recording and download it:

1. Go to the **My Home** page and click **Reports** under the **View** menu.
2. Click the title of the report you would like to view.
3. Under the **Filter** menu, you can search for the report by the date range in which it took place or was recorded.
4. Click the **Recording ID** link under the **Report** menu.
5. On the **Recording Attendance** page, click the **Download CSV** link.

To search meeting archives in Microsoft Office Live Meeting:

There are two reports that meeting Organizers can search for in the Microsoft Office Live Meeting archives:

1. The Meeting List Report—It lists the meetings and the attendance records.
2. The Recording List Report—It displays the recordings and the number of times each was viewed.

To Search for Meeting List Reports or Recording List Reports:

1. Go to the **My Home** page and click **Reports** under the **View** menu.
2. Click the title of the report you would like to view.
3. Under the **Filter** menu, you can search for the report by the date range in which it took place or was recorded.
4. Click the **Meeting ID** link or the **Recording ID** link under the **Report** menu to get the specific attendance report.



## Retrieving meeting recordings

### Downloading a meeting recording

After a meeting has been recorded, it can be downloaded as an FLV file to your computer.

To choose a recording and download it:

1. Click the **Make Offline** link next to the recording you wish to download.
2. The download plays the whole recording and records it on your computer.
3. The recording launches in a Connect Meeting.
4. A dialog box appears. Select the **Proceed with Offline Recording**.
5. The **File Save** box appears where you can name the recording and choose a folder in which to save it.

To search meeting archives in Adobe Connect Central:

1. From Connect Central, enter a keyword in the **Search Content** field.
2. All Adobe Connect content is searched, not just meeting archives.
3. You may filter your search choice by selecting the drop-down box under **Optional Filters**.

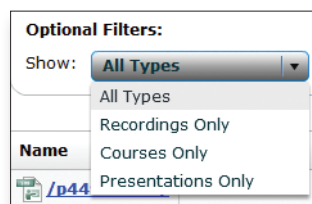
You may choose:

- **All Types**
- **Courses Only**
- **Recordings Only**
- **Presentations Only**

You can further define your search by clicking the **Titles and Descriptions** button.

The **Show** filter searches by:

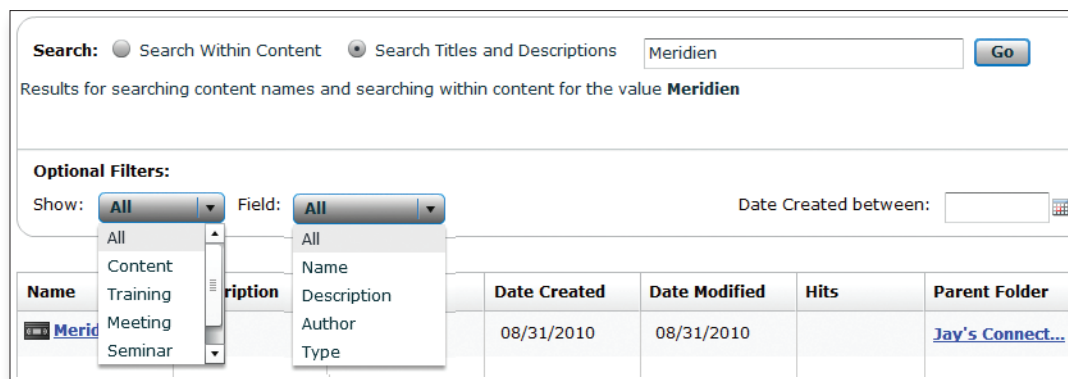
- All
- Content
- Training
- Meeting
- Seminar



Optional Filters drop-down menu

The **Field** filter searches by:

- All
- Name
- Description
- Author
- Type



Optional titles in descriptions search

**Note:** The downloading process will take as long as the original meeting. You will be notified when the process is complete.

**Note:** The FLV file will not launch by itself. You must embed it in the Adobe Media Player or other similar product to play your meeting recording. It can also be imported to Adobe Flash Professional and published as an SWF file.

# Managing the web meeting library

## Understanding the web meeting library

Managing Live Meeting Conference Center:

A meeting organizer can search for and modify any meetings that they have created.

To search for a meeting:

1. On the My Home page, click **Meetings** under the Manage menu.
2. Select the appropriate date range.
3. Type in the meeting description or the meeting ID.
4. Click **Search**.

To edit or delete a meeting you have searched for:

1. Click on the meeting subject to edit the meeting.
2. Click the check box next to the meeting subject and click **Delete**.

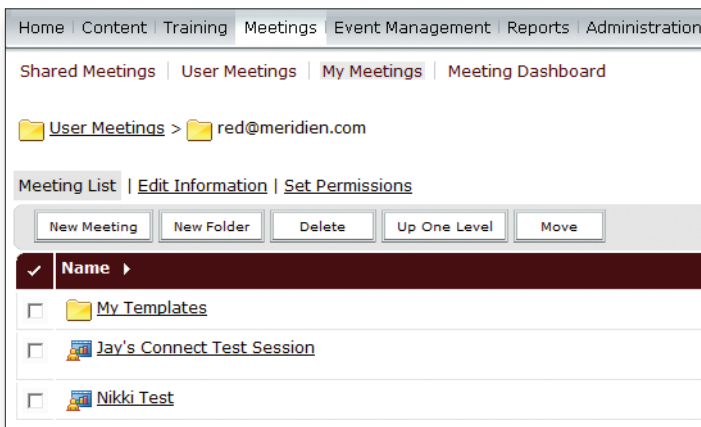
To invite additional attendees and/or presenters or to modify specific details of the meeting:

1. Click the Actions menu after clicking the meeting subject and click **Update Meeting**.
2. Make the necessary changes and click **Save**.

# Managing the web meeting library

## Understanding the web meeting library

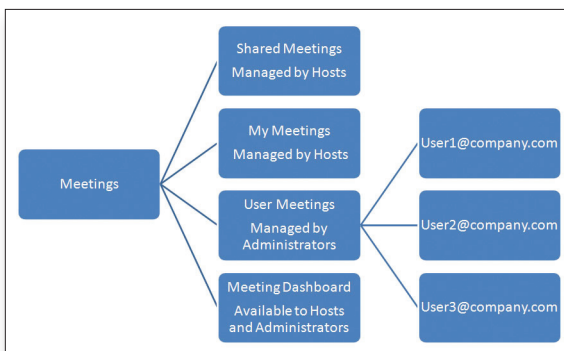
1. Select **Meetings** from the menu bar at Adobe Connect Central.
2. From the **Meetings** page, hosts with appropriate permission can select:
  - **Shared Meetings**
  - **User Meetings**
  - **My Meetings**
  - **Meeting Dashboard**



Meeting Library overview menu

By default, hosts can manage meetings on the **My Meetings** page or on the **Shared Meetings** page.

Administrators can manage all meetings on all pages. Anyone else can also manage and/or create meetings if an administrator gives them Manage permissions for a meeting page.

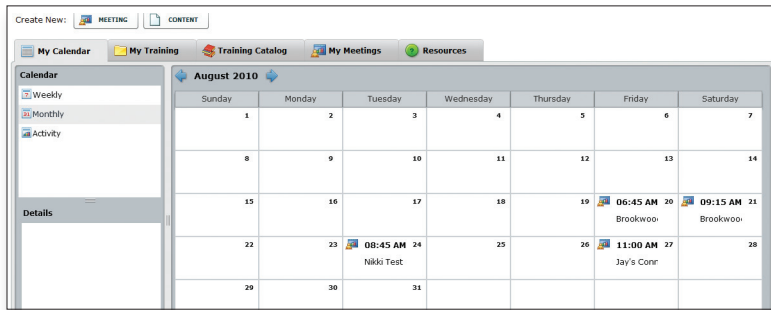


Library organization chart

**Note:** It isn't necessary to schedule meetings for specific times because Adobe Connect rooms are persistent.



The calendar view on the Adobe Connect Central home page:



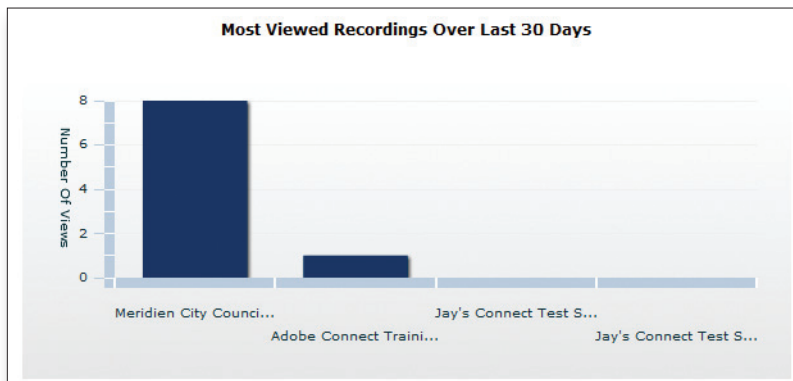
Calendar view

It is possible to have a calendar view of all of your meetings in Adobe Connect.

The Meeting Dashboard:

You have access to the Meeting Dashboard from the main Meetings tab. It contains three graphs:

- Most Active Meetings Over Last 30 Days
- Most Participant Meetings Over Last 30 Days
- Most Viewed Recordings Over Last 30 Days



Adobe Connect Meeting Dashboard—Most Viewed Recordings





## Organizing and editing

To rename content folders:

1. Navigate to a folder.
2. Click the **Edit Information** link.

To set folder permissions:

1. Navigate to a folder.
2. Click the **Set Permission** link. You can view current permissions on the right side.
3. Select groups and/or users on the left side.
4. Click the **Add** button.
5. Select users and/or groups on the right and click **Permissions**.
6. Select permission: **Manage** or **Denied**.

To create new folders:

1. Navigate to any folder in which you have **Manage Permissions**. By default this will be your user folder or the shared folder.
2. Choose the **New Folder** button.
3. Enter a folder name.
4. Select **Save**.

Additional tips on organizing meetings:

- In your personal folder, create meeting rooms that only you will use.
- Organize the majority of meetings in folders in the **Shared Meetings** folder (recurring meetings, meetings with similar content but different participants, or meetings for which you want to archive content).
- To edit meeting information, click the meeting that you want to make changes to. Then click the **Edit Information** tab or the **Edit Participants** tab and select one of the links to edit or manage information.

**Note:** Only you and administrators can assign permissions for your personal meeting folder.

## Managing content

Meeting presenters can import multiple file types into Live Meeting (Microsoft PowerPoint®, Word, Excel, Visio™, Project, and video presentations).

To manage uploaded content:

1. Click the **Content** pane in the meeting client.
2. Click **Share**.
3. Click **Upload File** (View Only).
4. In the **Choose a document to share** dialog box, select a file and then click **Open** to import the file.
5. If you wish to present the file, click on the Content pane and select the file at any time.
6. To look through all of your slides, click the **Previous** or **Next** icon located in the lower left of the meeting client.



## Managing content

To manage uploaded content:

1. Navigate to a meeting folder.
2. Choose the **Uploaded Content** tab. This will display all items that you have uploaded into your meeting room.

If you are a member of the authors group:

- You can use the same file in more than one meeting room to avoid having multiple copies on the server.
- You can move content uploaded in a meeting room to the Content Library. However, once you move it out of the Meetings Library, you cannot move it back.
- You are allowed to add other types of files to the Content Library besides PPT, JPG, FLV, and SWF.
- You can move meeting room content to the Content Library by selecting the specific files and clicking the **Move to Folder** link.

## Viewing meeting reports

There are two different types of meeting reports available in the Live Meeting archives:

- **Meeting List Report**—lists the meetings and the attendance records.
- **Recording List Report**—displays the recordings and the number of times each was viewed.

To Search for Meeting List Reports or Recording List Reports:

1. Go to the **My Home** page.
2. Click **Reports** under the **View** menu.
3. Click the title of the report you would like to view.
4. Under the **Filter** menu, you can search for the report by the date range in which it took place or was recorded.
5. Click the **Meeting ID** link or the **Recording ID** link under the **Report** menu to get the specific attendance report.

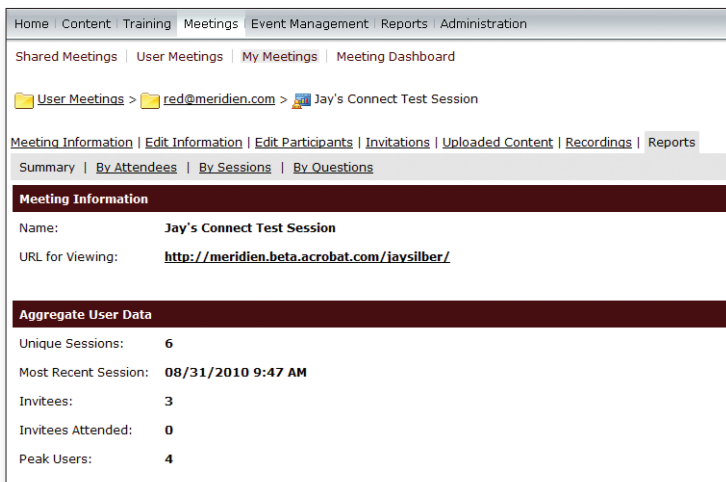
## Viewing meeting reports

Meeting reports are available in different locations:

**Reports tab**—To view reports, click the **Reports** tab. You have access to many different reports including content, course, curriculum, virtual classroom, meeting, learner, system usage, and saved queries reports. Manager reports are also available if you choose the **Manager Reports** button in the upper right corner.

To run a report:

1. Choose the **Meetings** section from the Reports tab.
2. Choose either **Meeting room Summary Report** or **Individual Meeting Session Report**.
3. Select a meeting from the list of meetings and click **Next**.
4. Filter your search by choosing the appropriate user group, date, and data field.
5. Choose **Create Report**. The report is displayed.



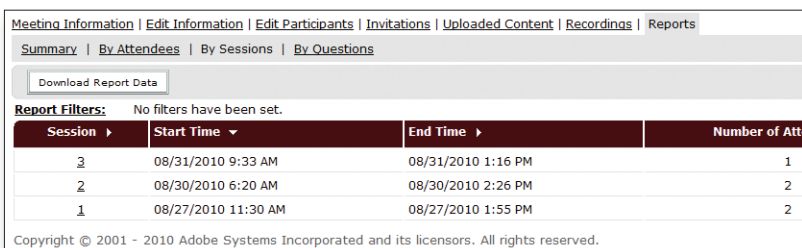
The screenshot shows the Adobe Connect interface with the 'Reports' tab selected. The breadcrumb trail is: Home > Content > Training > Meetings > Event Management > Reports > Administration. The sub-breadcrumb trail is: Shared Meetings > User Meetings > My Meetings > Meeting Dashboard. The selected meeting is 'Jay's Connect Test Session' by user 'red@meridien.com'. The 'Meeting Information' section displays the following data:

Meeting Information	
Name:	Jay's Connect Test Session
URL for Viewing:	<a href="http://meridien.beta.acrobat.com/jaysilber/">http://meridien.beta.acrobat.com/jaysilber/</a>
Aggregate User Data	
Unique Sessions:	6
Most Recent Session:	08/31/2010 9:47 AM
Invitees:	3
Invitees Attended:	0
Peak Users:	4

Individual meeting report

**Meeting Reports**—You can also view individual reports by clicking the **My Meetings** link.

1. Click the link for your meeting room.
2. Click the **Reports** tab to show reports **By Summary**, **By Attendees**, **By Sessions**, or **By Questions**.
3. Once you choose a type of report, you can download it.
  - Click the **Download Report Data** button.
  - Get data in a comma-separated value (CSV) file.
  - Data can be viewed with Microsoft Excel or other spreadsheet programs.



The screenshot shows the 'Download Report Data' button and a table of meeting sessions. The 'Report Filters' section indicates 'No filters have been set.' The table has the following data:

Session	Start Time	End Time	Number of Attendees
2	08/31/2010 9:33 AM	08/31/2010 1:16 PM	1
2	08/30/2010 6:20 AM	08/30/2010 2:26 PM	2
1	08/27/2010 11:30 AM	08/27/2010 1:55 PM	2

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Reports downloading for spreadsheet analysis

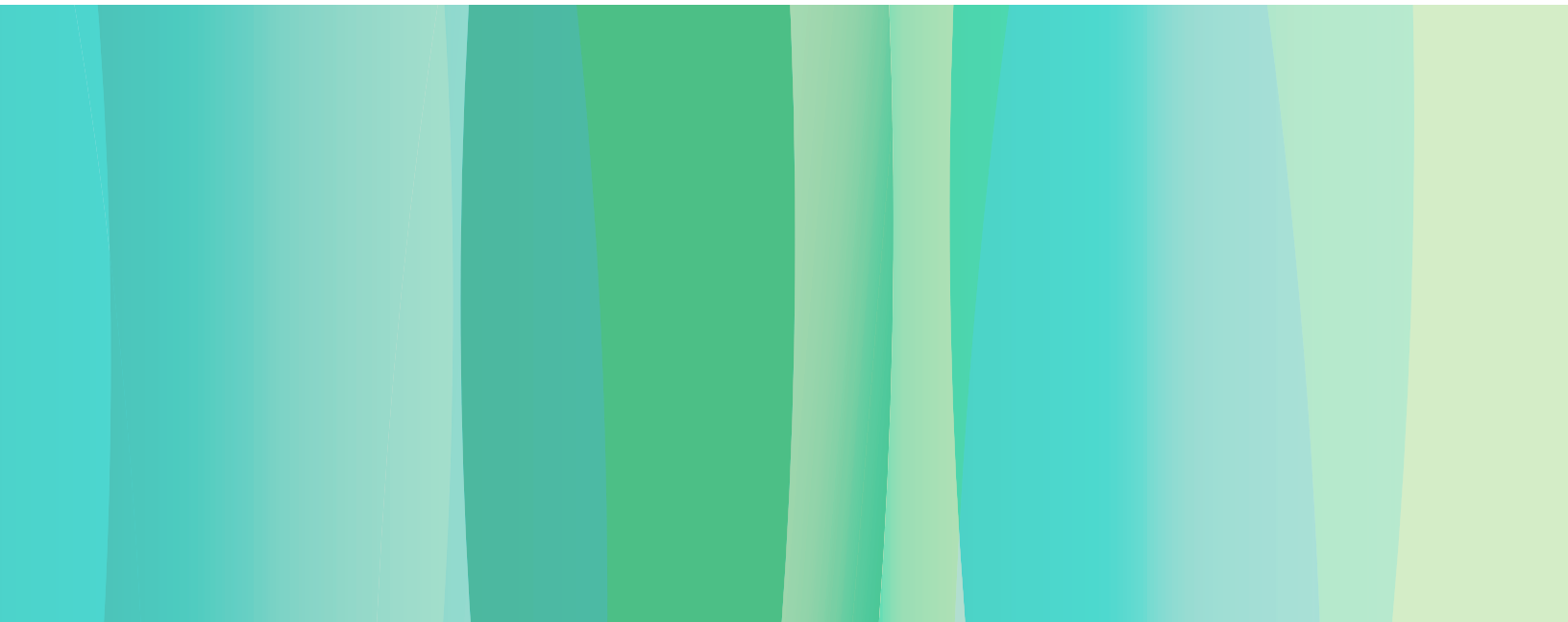


# 3. Webinars

## Lesson overview

Topic covered in this lesson:

- Creating and managing webinars



# Creating and managing webinars

## Overview of Live Meeting events

Microsoft Office Live Meeting events are published applications made up of previously recorded sessions or Live Meeting sessions. The event option in Microsoft Office Live Meeting provides an easy way to manage information about event participants, send email notifications, administer tests, and create custom profiles of all attendees. All participants must register for Live Meeting events.

If an event is made up of a previously recorded session, multiple recordings can be used. If an event is made up of a Live Meeting session, separate parts of a series of related meetings or multiple instances of the same meeting offered multiple times can be used.

The features of Microsoft Office Live Meeting events are:

- **Registration Management**—You can create custom online registration forms and enable self-registration through attendee registration approval and confirmation.
- **Attendee Qualification**—You can approve or deny attendees entry into an event based upon their responses on the event registration page. The event registration form can be designed to ask specific, detailed questions of each registrant.
- **Branding**—You can create and brand customer facing event pages, including registration pages.
- **Reporting**—You can track and report events before, during and after they occur.
- **Notification Management**—You can track and notify registrants for your events and use the email notifications to measure how successful the event was through the use of post-event surveys and tests.
- **Recordings**—You can create events made up of past meeting recordings which allows attendees to view past meetings they may have missed.



# Creating and managing webinars

## Overview of Adobe Connect webinars

Adobe Connect for webinars enables you to:

- Build highly interactive and dynamic web events
- Qualify prospects and develop marketing information on registrants
- Track which marketing campaigns lead to registration
- Include corporate or product logos in notifications and registration pages
- Manage marketing data with reports
- Reach thousands with the Adobe Connect Webcast option

Adobe Connect for Webinars can serve as a “wrapper” for other content. When using the Adobe Connect Event Management module, you can attach meetings from the Adobe Connect server to an event, you can build profiles of registrants, qualify prospects, and define notifications based on registration information. Reporting in Adobe Connect Event Management allows you to explore and filter the data resulting from an event.

**Note:** An important distinction is that Adobe Connect for Webinars supports pre-event and post-event management, while meetings, seminars, presentations, courses, curricula, and virtual classrooms are the events.

Event information page

The features of Adobe Connect for Webinars are:

- **Registration management**—You can create custom online registration forms and enable self-registration through attendee registration approval and confirmation.
- **Attendee qualification**—You can track registration form answers to qualify attendees and approve or deny attendance to events for up to 80,000 attendees.
- **Branding**—You can create and brand customer-facing webinar pages, including registration pages and webinar-listing pages.
- **Reporting**—You can track and report webinars before, during, and after they occur.
- **Notification management**—You can automatically send customized invitations, registration confirmations, approvals/denials, reminders, and post-webinar communications.

## Performing pre-event tasks

1. Make sure you have an account with Microsoft Office Live Meeting 2007 service conference center with Organizer privileges.
2. Gather and prepare content that you want to display to the participants about the presenters that are leading the event. Fill in the presenter's information in the presenter's profile located on the registration page.
3. Prepare content, surveys, and tests that you may use during or after the event.
4. Decide if the event will consist of a scheduled Live Meeting session or previously recorded sessions.
5. Determine if you want to use entry questions, branding, surveys and/or tests before, during, or after the event. If you want to send handouts to participants that they can download before the event, use the Handout feature located on the Create or Edit an Event page.
6. Send invitations and reminders to all participants.
7. Preview the event before you publish it.

## Performing in-event tasks:

1. If you selected to have entry questions, make sure that the appropriate questions display properly for participants as they enter the event. Registrants will answer the questions, click OK and then the Live Meeting client will take the participant to the actual meeting or recording within the event.
2. If necessary, send meeting handouts to participants so that they can download them.
3. If required, create a test for participants.
4. Administer and monitor tests that you send to attendees.

## Performing post-event tasks

1. Obtain survey results to receive specific feedback from those that participated in the event:
  - a. Click **Event Reports**.
  - b. Click the title of the event for which you want to review the report.
  - c. Click **Survey Results**.
  - d. Click **Done**.
2. Obtain the event reports:
  - a. Click **Event Reports**.
  - b. Click the title of the event for which you want to review the report.
  - c. Find the row that corresponds to the meeting you want to view under the section titled Event Meetings.
  - d. In the **Reports** column, click the Reports icon.
  - e. Click **Open** to open the report.
  - f. Click **Save** to save the report.
  - g. Click the **Download to CSV** link to download the report.

## Performing pre-event tasks:

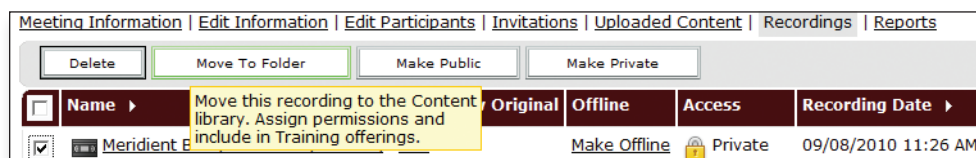
1. Prepare content and upload it to the meeting room.
2. Prepare your poll questionnaires before the webinar starts.
3. Decide if you will use application sharing (share one or more applications at a time) or desktop sharing (share your entire desktop with multiple applications) during the presentation. Desktop sharing is more efficient but you may not want all attendees to see your desktop during the webinar.
4. Select **Meeting URL** and launch.
5. Select **Invitations** under **Meeting** to send a reminder, or copy and paste the URL and send an email.

## Performing in-event tasks

1. To activate the presenter-only area select the **Enable Presenter Only Area** choice from the **Meeting** menu. You can now see pods off the stage of the virtual room. This area is not visible to participants; is designed for presenters and hosts to work "behind the scenes" during a live session.
2. Record meetings for future playback.
3. Use the **Chat Pod Options** menu to create a Presenter tab to alert presenters or hosts of problems. Remember, once you've selected this tab and write in the chat window, it is only visible to presenters and hosts.
4. Use the **Q&A** pod, if needed, and make sure questions are not missed. The Pods menu is where you can add a Q&A pod if it isn't already present in your current layout.
5. If you want to reuse a customized meeting layout as a template for other webinars, move it to a Shared or User template folder.

## Managing post-event content and information

1. Check the **Meeting Dashboard**. The **Meeting Dashboard** shows activity over the past 30 days.
2. Make the recordings accessible:
  - a. Click the **Meetings** tab of your Adobe Connect Central home page.
  - b. Click the name of a meeting.
  - c. Click the **Recordings** link of the **Meeting Information** bar.
  - d. Click the check box next to the recording you wish to make accessible.
  - e. Move the recording to the content folder by clicking the **Move to Folder** button.



Move Recording to Folder

3. Create an on-demand Adobe Connect webinar from a recorded live webinar:
  - a. Create a new webinar.
  - b. Set the **Start Time** equal to the **End Time** for an on-demand meeting.



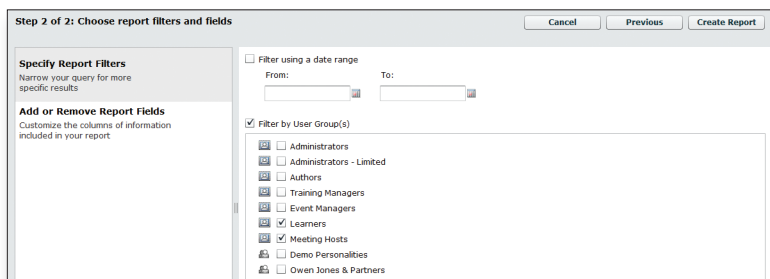
- c. Set the **Presentation as Present Content** from the Content Library.
- d. Choose your recording as the content.
- e. Use **Registrant Reports** and/or **Attendee Reports** to see who has attended the on-demand webinar.

#### 4. View the Webinar Reports:

- a. Go to the **Webinar Information** page.
- b. Click **Reports**. (You will automatically see a display of the types of available reports.)

Reports can be based on:

- Content
- A course
- A curriculum
- A virtual classroom
- A meeting
- A learner
- Saved report queries
- You can filter a report by checking off the query properties.
- You can save a report so you can run it with the same filters again.
- You can download a report to a CSV file.



Filtering reports

5. Follow up with all attendees and those that were absent. You can choose whether to thank attendees or send notices when you set up email options for the webinar. Notices are automatically sent 12 hours after the webinar.

### Best practices for creating webinars

1. Use folders to organize webinars logically.
  - Create public and private folders.
  - Use public folder webinar listings to encourage self-registration.
2. Use Adobe Connect for webinars to handle email notifications even if the content provides its own notification mechanism (in courses). If new participants are added after the webinar is published, they will automatically receive a confirmation email.






# 4. eLearning

## Lesson overview

Topic covered in this lesson:

- Creating and managing an eLearning course

Home   Content   Training   Meetings   Event Management   Reports   Administration					
Shared Training   User Training   My Training   Training Catalog   Users and Groups   Training Dashboard					
User Training > red@meridien.com					
Training List   Edit Information   Set Permissions					
New Curriculum   New Course   New Virtual Classroom   New Folder   Delete   Up One Level   Move					
✓	Name ▶	Type ▶	ID ▶	Opens ▶	Closes ▶
<input type="checkbox"/>	 Connect eLearning - JS	Virtual Classroom		09/07/2010 6:15 AM	09/07/2010 7:15 AM
<input type="checkbox"/>	 Learning the Connect eLearning interface	Curriculum	AD015	09/07/2010 6:15 AM	12/30/2020 12:00 AM
<input type="checkbox"/>	 Learning the Connect eLearning interface Resources	Curriculum	AD015	09/07/2010 6:15 AM	12/30/2020 12:00 AM

Training Home Page

# Creating and managing an eLearning course

## Understanding training courses

Training courses can be created and customized within the Microsoft Office Live Meeting Events page. You can create tests and surveys within the training events and generate reports for later use.

Microsoft Office Live Meeting events are published applications made up of previously recorded sessions or Live Meeting sessions. The event option in Microsoft Office Live Meeting provides the ability to manage information about event participants, send email notifications, administer tests, and create custom profiles of all attendees. All participants must register for Live Meeting events.

Microsoft Office Live Meeting offers a variety of ways to conduct online events. Types of events include training, workshops and web conferencing with a large group of people. You can create consolidated reports about the events that include registration information and profiles, attendance records, survey responses, and test results.

The features of Microsoft Office Live Meeting events are:

- **Registration Management**—You can create custom online registration forms and enable self-registration through attendee registration approval and confirmation.
- **Attendee Qualification**—You can approve or deny attendees entry into an event based upon their responses on the event registration page. The Event registration form can be designed to ask specific, detailed questions of each registrant.
- **Branding**—You can create and brand customer facing event pages, including registration pages.
- **Reporting**—You can track and report events before, during, and after they occur.
- **Notification Management**—You can track and notify registrants for your events and use the email notifications to measure how successful the event was through the use of post-event surveys and tests.
- **Recordings**—You can create events made up of past meeting recordings, which allows attendees to view past meetings they may have missed.



# Creating and managing an eLearning course

## Understanding training courses

The Adobe Connect for eLearning solution consists of courses, curricula, and virtual classrooms.

In Adobe Connect, you are able to:

- Specify course start and end date
- Invite and register participants
- Send notifications and reminders
- Track student statistics
- Generate detailed reports on learners, courses, and results
- Place the course in a curriculum with other learning items
- Bring presentations into virtual classrooms and track quiz results
- Train a number of concurrent learners (the number is set by the type of license you have)

There are three main elements to Adobe Connect for eLearning:

### **Courses**—Contains any items from the Content Library

- Can be administered independently or as part of a curriculum or virtual classroom
- Can generate reports to track the learning progress of learners and restrict the number of attempts that learners have to complete the course
- Have a resume function that allows learners to view part of the course, close the course, and open it later in the same spot where they left off

### **Curricula**

- A group of courses, meetings, and classrooms designed to move learners along a particular learning path
- Consists primarily of asynchronous courses but can include other items such as live training sessions
- Can assign prerequisites, tests, and completion requirements
- Can generate reports to track the learning progress of learners

### **Virtual Classrooms**

- Added to curricula
- There are three access levels:
  - Enrolled learners only
  - Enrolled learners and accepted guests
  - Anyone that has the URL

**Note:** Training courses and curricula have three attendance permissions:

**Enrolled:** A learner whom a Training Manager placed in a course or curriculum.

**Denied:** A user who is denied access to a course or curriculum.

**Pending Approval:** A user awaiting approval from a Training Manager for a particular course or curriculum.

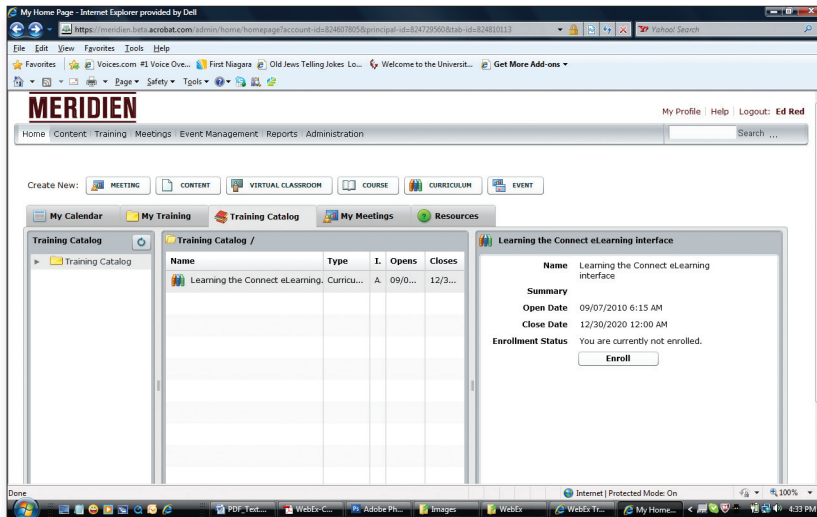


## Beginning your training session

Scheduling a virtual classroom:

### 1. Start the Virtual Classroom Wizard:

- On the Adobe Connect Central home page, click Create New: **Virtual Classroom**.



Create New Virtual Classroom

2. On the first page of the Virtual Classroom Wizard, enter the details about your virtual classroom including name and brief summary.
3. Enroll your learners into your virtual classroom during the next phase of the Virtual Classroom Wizard.
4. Set up notifications and reminders (optional) to send to your enrolled learners.

To view virtual classroom information:

1. Click the **Training** tab.
2. Navigate to the folder that contains your virtual classroom.
3. Select the name of your virtual classroom.

## Setting up an instant training session

Go to the meeting information:

1. Copy and paste URL in email or IM.
2. Accept participants.

Virtual Classroom Information	
Name:	Connect eLearning - JS
Classroom ID:	
Summary:	
Start Time:	09/07/2010 6:15 AM
Duration:	01:00
URL:	<a href="http://meriden.beta.acrobat.com/js_class/">http://meriden.beta.acrobat.com/js_class/</a>
Number of users in room:	0
Language:	English
Access:	Anyone who has the URL for the virtual classroom can enter the room
Passcode Protection:	No

Virtual Classroom URL

**Note:** Once created, a training room and any associated content is persistent and can be reused without any additional setup.





## Viewing training course reports

There are several ways to view training reports in Adobe Connect:

1. Click the **Meeting** tab.
2. Navigate to the meeting or virtual classroom.
3. Click the **Reports** link.
4. Click **Reports**. You will automatically see a display of the types of available reports.

Reports can be based on:

- Content
- A course
- A curriculum
- A virtual classroom
- A meeting
- A learner
- Saved report queries
- You can filter a report by checking off the desired query properties.
- You can save a report so you can run it with the same filters again.
- You can save, print, or download a report to a CSV file.



# 5. Web meeting, webinar, and eLearning room options

## Lesson overview

Topics covered in this lesson:

- Sharing presentations
- Customizing your viewing experience
- Using whiteboards
- Whiteboard overlay
- Screen sharing
- Chat messages and questions
- Q&A
- Audio and video
- Sharing files, polls, and web links
- Breakout rooms



# Sharing presentations

## How to view a presentation

### The Content pane

Attendees can view files and applications as part of a meeting or presentation in Live Meeting through the content pane. A presenter can share a file or application by opening it on his or her computer and making changes to it while displaying it to attendees. A presenter can select certain panes as part of Live Meeting that they would like to be visible in the Live Meeting client or select to collapse certain panes they are not using and open them later if needed.

In the Live Meeting content pane, you can share:

- Documents
- Your desktop
- Software applications
- Your web browser
- Whiteboards

To share a presentation, choose one of the following:

1. Click the Content pane in the meeting client. Click **Share**. Click **Share a Program**. Click **Open a New Program**. Pick the file or application you wish to share and click **Open**.
2. Open the file or application you wish to share. Click the **Content** pane. Click **Share**. Click **Share a Program**. Click on the name of the file or application you wish to display. It will be visible to all attendees.

# Sharing presentations

## How to view a presentation

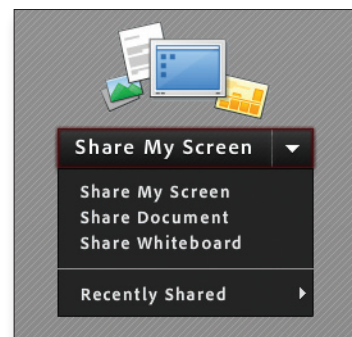
### The Share pod

In an Adobe Connect web meeting, webinar or eLearning session, the Share pod can be used to share several types of documents:

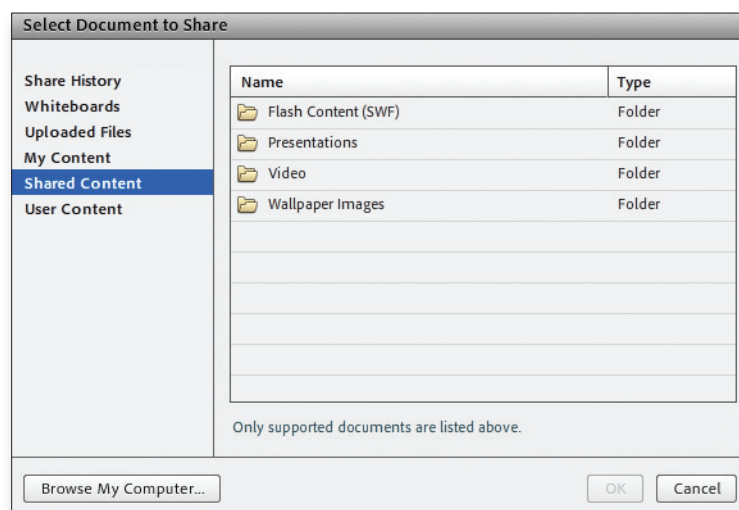
- Application files:
  - PowerPoint (PPT and PPTX)
  - Images (JPG)
  - Content for Adobe Flash technology (SWF)
  - Videos for Adobe Flash technology (FLV)
  - Audio (MP3)
  - PDF
  - Zip files with acceptable content
- Whiteboards
- Your desktop
- Your web browser
- Software applications

To share a presentation:

1. Open the drop-down menu at the right of the **Share My Screen** button in the Share pod.
2. Choose **Share Document** from the drop-down list, which also includes **Share My Screen** and **Share Whiteboard**.
3. You may choose previously uploaded content or content stored in libraries you have access to, or you may click the **Browse My Computer** button to search for a new document to present in the Share pod. The document must be in one of the compatible formats listed above.
4. Select the document and click **Open**.



Share My Screen drop-down menu in Share pod



Possible sources of content for sharing

## Presentation tools

### The sharing controls

After a presenter chooses to share a file or application in the content pane of Live Meeting, he or she can click on the selected area and the Sharing Frame will appear on your desktop. Presenters can resize the sharing frame to fit the documents they would like to share on their desktop. The portions inside the sharing frame, along with the sharing controls, are visible to all attendees.

The sharing control tools allow you to perform actions and easily share presentations, documents, and whiteboards.

The annotation tools include:

- Telepointer
- Write Text
- Draw Shape
- Draw Stamp
- Draw Highlighter

To use the telepointer:

1. Click the **Show Telepointer** button in the lower toolbar.
2. Click the location to which you want to point. Click and drag the telepointer over the slide.

To automatically advance slides:

1. To start a content slideshow, click **Content Slideshow** in the **Content** pane.
2. If appropriate, click + or – buttons to alter the duration of individual slides.
3. Click **Start**.



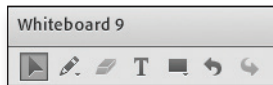
## Presentation tools

### Whiteboard and pointer tools

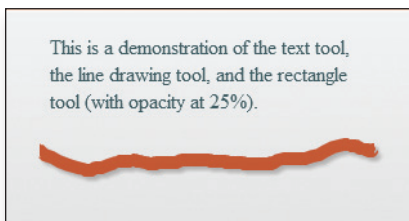
The whiteboard is a real-time, interactive way to share text, diagrams, and free-form drawings. It is available from the Share pod.

The whiteboard tools include:

- Pointer
- Text
- Line
- Rectangle
- Annotation color
- Eraser
- A pointer tool located at the top of the Share pod



Whiteboard tools

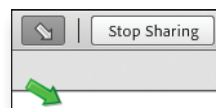


Whiteboard annotation samples

To use a presentation pointer:

A presentation pointer is a green arrow that is used to point to items during a presentation or when sharing a whiteboard.

1. Click the **Pointer** button to display it in the pod.
2. Click somewhere in the pod.
3. Click and drag the **Pointer** to a new place as desired.
4. Click the **Pointer** button again to toggle it off.



Pointer tool

**Note:** The presentation tools are only displayed when content is in the Share pod.

## Changing a participant's View

There are multiple ways to change how a participant views a presentation. Select one of the following from the Attendee Permissions dialog box:

1. Select **Review Current Content** to allow attendees to view one piece of content while another is being presented.
2. Select **View thumbnails and navigate current content** to allow attendees to view individual slides within the content being presented and navigate through it.
3. Select **Create new pages in current content** to allow attendees to add new slides to information being presented.
4. Select **Use the content pane to select and add content** to allow attendees to have control over the content during a presentation.

## Adding Images in the Content Pane

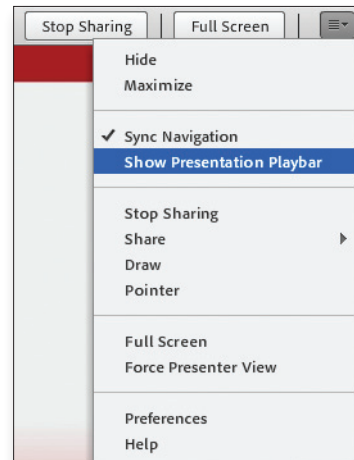
In addition to loading presentations and files, you can also load images and video files into the content pane.

1. Click the **Content** pane.
2. Click **Share**.
3. Click **Upload File**.
4. Select a file, image, or video and click **Open**.
5. To present the image, click the name in the **Content** pane.



## Advancing slides automatically

1. Select the **Show Presentation Playbar** from the **Share Pod Options** drop-down menu located at the top right of the Share pod.
2. Click the **Play/Pause** button in the control bar.
3. Click the **Play/Pause** button again to stop the automatic advancement of slides.



Show Presentation Playbar

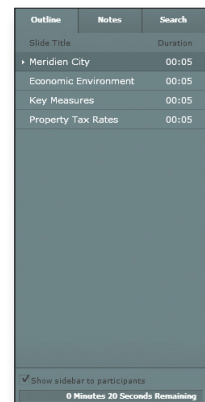
## Changing a participant's view

There are two ways to change how participants view the presentation:

1. Make the sidebar visible by selecting the **Sidebar icon** at the bottom left of the Share pod:
  - Select **Show Sidebar to Participants** check box at the bottom of the sidebar.
  - Participants view only the **Outline** and **Notes** panes and they can switch back and forth between them.
  - Participants cannot use the outline to navigate.
  - Participants can read the slide notes.
2. Desynchronize the presentation:
  - Allow participants to navigate through the presentation independently of the host or presenter.
  - Click the **Sync** button in the Share pod or deselect **SyncNavigation** in the **Share Pod Options** menu.



Sidebar Icon



Show Sidebar to Participants

**Note:** Display is synchronized by default.

## Adding images in the Share pod

In addition to presentations, you can also load images into a Share pod. You can load images such as speaker photos, logos, and product photos.

1. Click the **Down Arrow** to the right of **Share My Screen** and choose **Share Document**. Then click **Browse My Computer**.
2. Select an image file.
3. Click **Open**.

**Note:** To load images into the Share pod, you use the same process as loading presentations. However, select a JPG file to upload the image. The image must be a JPG file.

# Customizing your viewing experience

## Maximizing your view

A presenter can select panes that he or she wants to be visible in Live Meeting client. Presenters can also collapse and expand panes for specific use.

Managing individual panes:

1. To collapse a pane, click the **Minimize** button.
2. To expand a pane, click the **Restore** button.
3. To close a pane, click the **Close** button.
4. Presenters can also click and hold the pane to drag it to any location within the meeting room to customize the viewing experience.

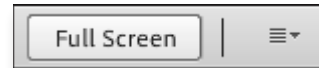
# Customizing your viewing experience

## Maximizing your view

Hosts and presenters have the ability to maximize every pod within a Connect web meeting, webinar, or eLearning session. The maximize option is available for hosts and presenters. If a host or presenter maximizes a pod, participants will see the change.

In order for a participant to maximize the Share pod while viewing content:

1. Use the **Full Screen** button to enlarge the pod so that it takes the entire space within the meeting room.
2. Click the **Full Screen** button again to restore the pod back to its original size. This functionality is only available if **Force Presenter View** has not been selected by hosts or presenters.



Participants Full Screen Share pod button

When the Share pod is maximized within the application window, the size of the application window does not change. The participant will be viewing the meeting in a browser window. The size of the open browser window does not change when the host or presenter maximizes the pods.

## Allowing participants to enable full screen

1. If a host or presenter deselects **Force Presenter View** in the Share pod option's drop-down menu, participants will then have a full screen toggle option button available at the top of their Share pod.
2. Inform participants that they have control to enable **Full Screen** for a better viewing experience.
3. In full screen mode, participants can press **Ctrl+F** (PC) or **Cmd+F** (Mac) to see the taskbar. Press **Alt+Tab** (PC) or **Cmd+Tab** (Mac) to switch to other applications.

# Using whiteboards

## Using a whiteboard

A whiteboard is type of Microsoft Office Live Meeting collaborative slide on which the presenter and attendees can specifically annotate in order to brainstorm or illustrate an idea.

The operation modes are:

- One artist (presenter)
- Multiple artists (presenter and attendee(s))

The types of whiteboards are:

- A clean whiteboard added as new content in the content pane
- Whiteboard overlay added into existing content as part of a presentation

## Accessing a whiteboard

1. Click the content pane in the meeting client.
2. Click **Share**.
3. Click **Whiteboard**.

# Using whiteboards

## Using a whiteboard

A whiteboard is a type of Share pod with a selection of line, text, drawing, and pointer tools. A whiteboard is efficient if you need to quickly create a drawing or diagram during a meeting or if you want to mark up documents.

The operation modes are:

- One artist (host or presenter only)
- Multiple artists at the same time (all attendees or individual attendees)

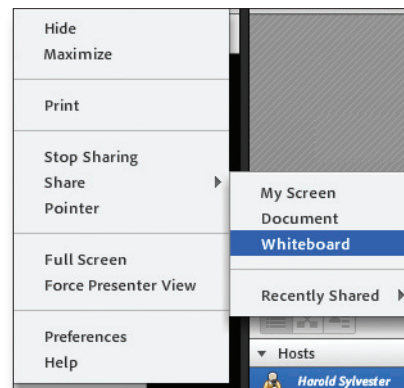
The types of whiteboards include:

- A clean whiteboard with multiple pages
- Whiteboard overlay on top of content in a Share pod (like slides)

## Accessing a whiteboard

Among the predefined layouts in the **Layout** tab, the Collaboration layout appears with a whiteboard in the top middle of the screen. In the **Sharing** and **Discussion** layouts, whiteboards can be added via the **Share My Screen** drop-down menu.

1. Click the **Down Arrow** to the right of the **Share My Screen** button in the Share pod. Choose **Share Whiteboard**.
2. You can also create a new whiteboard from the Share pod's options drop-down menu at the top right of the pod. From the **drop-down menu**, choose **Share** and then click **Whiteboard**.
3. Similarly, from the Pods tab at the top of the screen, you may select **Share** and see previously created whiteboards, which may contain information previously posted.



Accessing a new whiteboard from the Share pod options drop-down

## Manipulating a whiteboard

To add multiple pages to a whiteboard:

1. Simply create a new whiteboard page by clicking the **Content** pane.
2. Click **Share**.
3. Click **Whiteboard**.



## Manipulating a whiteboard

To add multiple pages to a whiteboard:

1. Click the **right-facing** arrow at the bottom left of the whiteboard.
2. You can navigate to any page with the navigation arrows.

The whiteboard tools from left to right are the:

**Selection tool**—select any item on the whiteboard so you may change its properties.

**Drawing tool**—This can either be a pencil or a highlighter. When selected, a color chooser appears on the screen so you can select which color in which to draw. A drop-down menu also appears that allows you to choose the width of lines created by the drawing tool.

- It is easiest to set the properties before using a tool.



Drawing tool choices

**Text tool**—Select the text tool, click anywhere on the screen, and begin typing. Once you click the whiteboard with the text tool, you'll see a font drop-down menu, a font size drop-down menu, and a color selector.



Text tools menu

**Rectangle tool**—Select the rectangle tool, and then select the width of its borders from a drop-down menu, choose the fill color of the rectangle, and choose its color and opacity. Other shapes are available from a drop-down menu under the rectangle tool.



Rectangle tool

You can change an object's properties after it is created. Use the **selection** tool to select it and then change the properties from the choices at the top of the whiteboard.

**Note:** You may have multiple pages with independent content. Setting properties on one page or on one object does not affect properties on another page.

## Collaborating on a whiteboard

Presenters and attendees can draw on the whiteboard at the same time. As a presenter, you can enable participants to draw on the whiteboard by granting permission to everyone.

To grant permission of the whiteboard to all participants:

1. Click **Attendees** in the main control bar.
2. Click **Permissions**.
3. Select **Annotate current content** in the Attendee Permissions dialog box.
4. Click **OK**.

## Saving and Printing a whiteboard

Attendees can save content within a presentation to an **Adobe Acrobat file** (PDF). To do so, the presenter must select the permission in the Attendee Permission dialog box to **Print to PDF**. In doing so, attendees will be able to save and print whiteboards from their computer. Attendees must right-click the whiteboard and select **Print to PDF**.



## Collaborating on a whiteboard

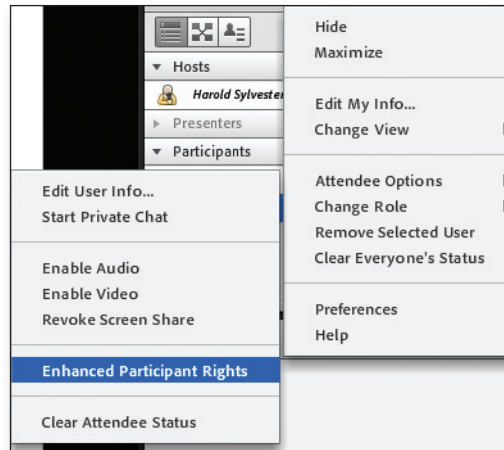
Hosts and presenters can always draw on the whiteboard at the same time. As a host or presenter, you can enable participants to draw on the whiteboard by:

Granting an individual permission

Granting permission to everyone

To grant individual participants control of the whiteboard pod:

1. Click the attendee's name in the **Attendee List**.
2. Click the **Attendee List Pod Options** button.
3. Click **Attendee Options**.
4. Click **Enhanced Participant Rights**.
5. In the box that appears, choose **Share Pod**.
6. Click **OK**.



Enhanced Participant Rights menu



Pod rights options dialog

To remove enhanced rights:

1. Click the participant's name in the **Attendee List** to highlight it.
2. Roll your mouse over the highlighted attendee's name to activate the rollover menu.
3. Click **Revoke Screen Share**.

To grant permission of the whiteboard to all participants:

1. Select the Meeting tab and click **Manage Access & Entry**.
2. In the submenu, select **Auto-Promote Participants to Presenters**. This process can be reversed by highlighting groups of individual attendee names using **Shift + Down Arrow** (PC) or **CTRL + Click** (PC). The rollover menu allows you to change the selected names from attendees to participants.

Watching the whiteboard:

As a host or presenter, you can use the host cursors to see who is doing what. You can make the host and presenter mouse cursors visible to others as they are moved around the screen. The visible host cursor applies to the entire screen, not just the whiteboard. The host's and presenter's names are displayed next to the mouse cursor. The mouse cursors are only visible when the mouse is being moved.

**Note:** An attendee with enhanced rights has an icon next to his or her name indicating the enhancement.

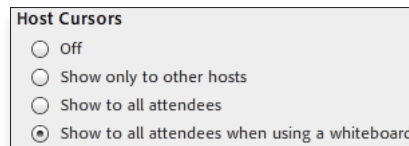




To change the status of host cursors:

By default, hosts can see one another's cursors as they move them. To change the default setting:

1. Select the **Meeting** tab, then choose **Preferences**. Host cursor choices appear as part of **General** preferences.
2. Choose from the available options:
  - Off
  - Show only to other hosts
  - Show to all attendees
  - Show to all attendees when using a whiteboard



Host Cursor Preferences

## Saving and printing a whiteboard

### Saving a whiteboard as a PDF

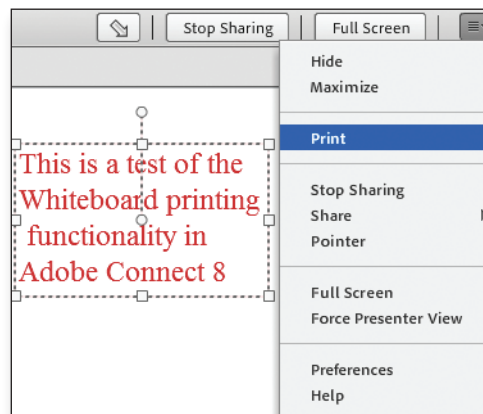
If you have Adobe Acrobat® installed, you may save a whiteboard by selecting Adobe PDF as your printer choice.

1. From the **Whiteboard Pod Options** menu at the top right of the whiteboard, select **Print**.
2. Select **Adobe PDF** as your printer choice.
3. Click **Print**.

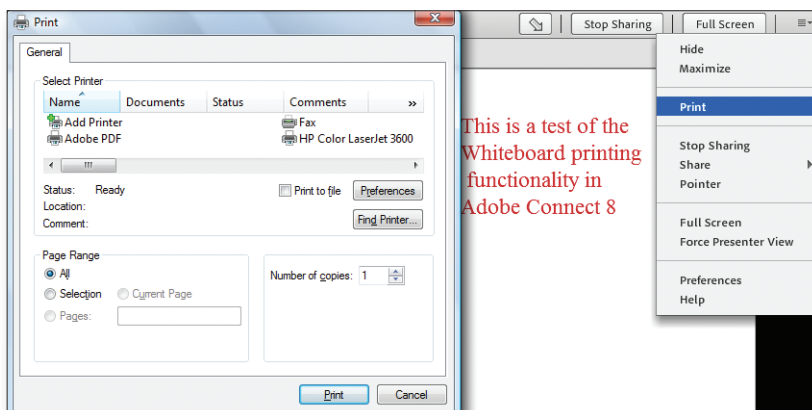
### Printing a whiteboard

With whiteboard content, you have the option to print individual whiteboard pages one at a time:

1. Navigate to the specific whiteboard page.
2. From the **Whiteboard Pod Options** menu, select **Print**.
3. Select the appropriate printer.
4. Click **Print**.



Print choice from Whiteboard Share Pop Options menu



Selecting a printer for whiteboard content

**Note:** It is important to remember that whiteboard content, like other pod content, remains until you explicitly delete it.

**Note:** You can stop sharing a whiteboard, or switch to a new whiteboard. The content on the original whiteboard will still be there.

# Whiteboard overlay

## Using a whiteboard overlay

In addition to using a clean whiteboard, you can overlay a whiteboard on top of documents in the content pane.

Using a whiteboard overlay:

1. Click the **Content** pane.
2. Click on the presentation in which you want to add a whiteboard.
3. Click **Thumbnails**.
4. Right-click where you want to add the whiteboard, and select **Insert New Slide**.
5. Choose **Whiteboard**.

To remove a whiteboard overlay:

- Right-click the whiteboard, click **Delete**.

# Screen sharing

## Understanding screen sharing

Screen sharing enables you to broadcast a real-time display of your desktop or open applications to the meeting room participants.

You can use screen sharing to share:

- Web content
- Your web browser
- Your desktop
- A single application or windows
- Multiple application or windows
- Text page slides
- Poll page slides
- Whiteboard slides

Screen sharing is commonly used to:

- Perform software demonstrations.
- Watch someone perform a problem-solving technique.
- Give someone remote control of your computer or ask for their computer.



# Whiteboard overlay

## Using a whiteboard overlay

You can use whiteboard tools to annotate any document in a Share pod.

To annotate a presentation, at the top of a Share pod containing a presentation, click the **Draw** button.

The annotation tools appear at the top left of the Share pod allowing you to draw, add text, add rectangles, and erase annotations.

The annotation tools remain available as you page through the slide presentation. They will remain available until the **Draw** button is clicked off.

To remove the annotation tools:

1. From the top of the Share pod, click the **Draw** button again.
2. The annotation tools and annotations are removed. However, clicking **Draw** again will restore any annotated content.

# Screen sharing

## Understanding screen sharing

Screen sharing enables you to broadcast a real-time display of your desktop or open applications to meeting room participants.

You can use screen sharing to share:

- Web content
- Your web browser
- Your desktop
- A single application or window
- Multiple applications or windows

Screen sharing is commonly used to:

- Perform software demonstrations
- Watch someone perform a problem-solving technique
- Give someone remote control of your computer or ask for access to their computer

## Sharing your desktop

To begin sharing your screen:

1. Click the content pane in the meeting client.
2. Click **Share**.
3. Click **Share Your Desktop**.
4. Click **All**.

To stop screen sharing:

- Click **End Sharing** and return to the **Live Meeting** icon on the Sharing controls.



## Sharing your desktop

To begin sharing your screen, you will need to use the Share pod. To begin, either:

1. Select the **Down Arrow** at the right of the **Share My Screen** button in the Share pod, or
2. Select the drop-down menu from the **Pod Options** icon in the upper right.

In both cases, your choices are:

- My Screen
- Document
- Whiteboard

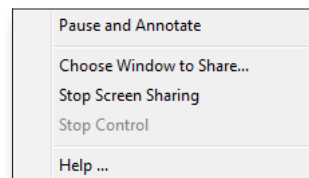
To share your desktop:

1. Select **My Screen**.
2. From the subsequent dialog box, choose **Desktop** to make everything running on your computer available to all attendees to view.

To stop sharing your desktop:

1. Select the **Stop Screen Sharing** option from the Adobe Connect system tray icon.

- This is the most efficient way to stop screen sharing.
- This action does not require you to return to the meeting room.



Screenshare system tray icon menu choices

2. You may also select the **Stop Screen Sharing** option from the **Share Pod Options** menu.
  - This option is not preferred because it exposes your meeting room to all participants if you have shared your desktop.

Administrators can configure a system-wide list of "authorized" applications to share while screen sharing. Secured desktop sharing works with Windows and Mac systems and allows users to prevent a breach before it occurs.

To create a secure "white list" for desktop sharing:

1. Click **Administration**.
2. Click **Compliance and Control**.
3. Click **Share Settings**.
4. Create the white list in the provided boxes of application processes that are authorized for sharing.

To find a process name on Windows:

1. Open the **Applications** menu.
2. Open **Task Manager**.
3. View the Process tab. e.g.: acrobat.exe, EXCEL.EXE, firefox.exe, POWERPNT.EXE.

To find a process name on Mac:

1. Open the **Applications** menu.
2. Open the **Activity Monitor**.
3. View process names. e.g., Acrobat, Microsoft Excel, Safari, Microsoft PowerPoint.

## Controlling the screen share view as a participant

Attendees can switch their view of the presentation between full screen and console view. In the full-screen view, the entire screen is occupied by the content.

To view a meeting in full screen view:

1. Press **F5** on the keyboard.
2. Press **Esc** on the keyboard to return to console view.



## Controlling the screen share view as a participant

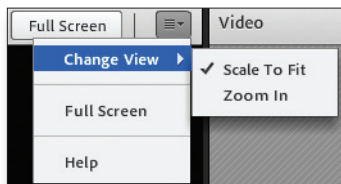
The Share Screen Pod Options drop-down menu allows participants to control the display to compensate for different screen resolutions and visual acuity.

### 1. Change View > Scale To Fit

- This is the default view. The presenter's screen is scaled to fit inside the pod on the participant's screen. The presenter's screen is scaled to fit inside the pod on the participant's screen.

### 2. Change View > Zoom In

- "Pan and scan" mode (scrolling is necessary).
- The presenter's screen is displayed inside the Share pod at its natural resolution.
- Content is not scaled to fit. It will be larger than the pod.
- The pod will have to be scrolled to show content on different parts of the screen.



Share screen view options

The **Full Screen** toggle button at the top right of the Share Screen pod expands the Share Screen pod, eliminating other pods such as Chat, participant, and presenter webcam.

Clicking the **Full Screen** button again restores the layout.

**Note:** When Zoom In is selected, scrolling happens automatically as presenters move their mouse to different parts of their screen. Participants can disable it by selecting Scale To Fit.

## Sharing an application

To share an application:

1. Click the Content pane.
2. Click **Share**.
3. Click **Share a Program**.
4. Click **Open a New Program**.
5. Navigate to the file you want to open and click **Open**.

The differences between application sharing vs. desktop sharing:

1. Application window size matters.
  - The Sharing Frame is used to properly size the content you are sharing. The portion of the content that is inside the Sharing Frame on your computer is visible to all attendees.
2. Application focus matters.
  - If you are sharing an application and you give focus to another application, the new application will replace the old application inside the Sharing Frame.

To stop screen sharing:

- Click the **End sharing and return to Live Meeting** icon on the Sharing controls.

To switch to another application:

1. On the sharing controls, click the Content pane.
2. Click the name of the next application you would like to display.



## Sharing an application

Application sharing is useful for editing documents or demonstrating software. Attendees do not need to run the software application that is being shared on their computers.

To share an application:

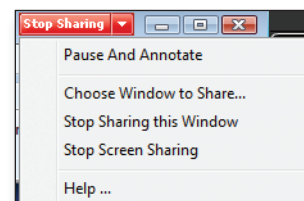
1. Click the **Down Arrow** to the right of **Share My Screen** in the middle of the Share pod.
2. Choose **Share My Screen** from the drop-down list.
3. Select the **Applications** button.
4. Choose which application you would like to share with participants.

How application sharing differs from desktop sharing:

- Application window size matters. If the application window does not take up your full screen, it will not take up the entire Share pod on broadcast.
- Application focus matters. If you are sharing an application and you give focus to another application, any area of the shared application covered by another application will be obscured for participants.

To stop sharing an application:

1. Select the **Stop Screen Sharing** option from the Adobe Connect system tray icon menu.
2. Select **Stop Screen Sharing** from the application.
3. From the meeting room, click the **Stop Sharing** button in the Share pod.
4. Select the **Stop Sharing** option from the drop-down menu in the middle of the Screen Share pod.



Stop Sharing

To switch to another application:

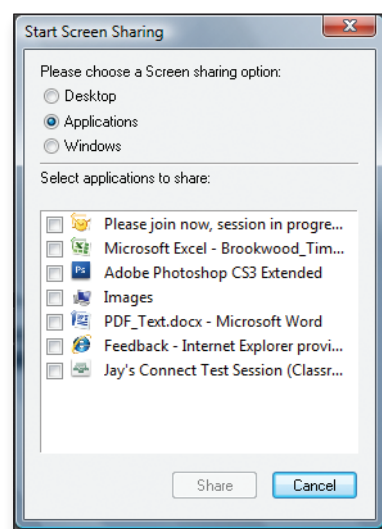
Instead of stopping the screen sharing, you may switch to sharing a different application.

Do one of the following, either:

1. In the Stop Sharing drop-down menu click the **Choose Window to Share** button, or
2. Select the **Choose Window to Share** option from the Adobe Connect system tray icon menu.

Either way, the **Start Screen Sharing** dialog box appears.

3. Then check the box next to the application(s) you wish to share.
4. Click **Share**.



Start Screen Sharing dialog box

**Note:** While you can share your desktop, it is a best practice to share one or more applications or windows instead.

**Note:** The Adobe Connect icon is added to the system tray (PC) or the icon bar (Mac).

**Note:** You will get a notification that you are sharing part of your screen. You will also get a **Stop Sharing** button in the upper right corner of the application window.

## Sharing multiple applications or windows

You have the option to share multiple applications or windows instead of just one. If you wish to share multiple applications, it is best practice to share your entire desktop.

When you start sharing multiple applications or windows, the focus switches from the Live Meeting client to one of the applications. Each application has its own set of Sharing controls.

To share an application:

1. Click the **Content** pane.
2. Click **Share**.
3. Click **Share a Program**.
4. Click **Open a New Program**.
5. Repeat steps 1-4 above to share multiple applications. You will see a list of applications that are open on your computer and you can click on the one you would like to be made visible to all attendees. The Sharing controls are available at the top of the screen.

To selectively stop sharing an application:

1. On the appropriate Sharing controls, click the **End sharing and return to Live Meeting** icon.
2. Repeat the step above for each application you would like to end.



## Sharing multiple applications or windows

To share multiple applications or windows, select multiple checkboxes under **Applications**.

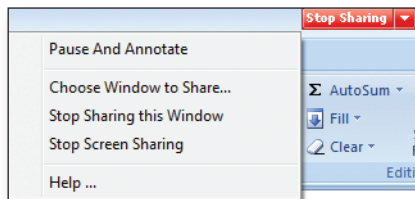
When you start sharing multiple applications or windows, the focus switches from the Adobe Connect Meeting window to one of the applications. Each application (if possible) will get a **Stop Sharing** button.

To share an application:

1. Click the **Share My Screen** button on the Share pod.
2. Select the **Applications** button.
3. Select multiple applications.

To selectively stop sharing one or more applications:

1. Click the **Stop Sharing** button at the top right of each application window you no longer wish to share.
2. Alternatively, click the **drop-down arrow** to the right of the **Stop Sharing** button and choose from:
  - Pause And Annotate
  - Choose Window to Share
  - Stop Sharing this Window
  - Stop Screen Sharng
  - Help



Stop Sharing button

## Annotating your screen

If you are sharing your desktop, applications, or windows, you may choose to pause your screen share and annotate it. The following will occur if you decide to annotate your screen:

1. Takes a snapshot of the screen share
2. Returns you to the meeting room
3. Displays the snapshot slide and allows you to annotate it

To pause your screen share:

- Click the **Pause Sharing** icon on the Sharing controls.

To capture a Screen Snapshot and annotate:

1. Click the Content pane.
2. Click **Share**.
3. Click **Screen Snapshot**. You can annotate the slide that is captured.

To leave the pause mode and start sharing again:

- Click the **Start Sharing** icon on the Sharing controls.

To stop screen sharing:

- Click the **End sharing and return to Live Meeting** icon on the Sharing controls.



## Annotating your screen

If you are sharing your desktop, applications, or windows, you may choose to pause your screen sharing and annotate.

The following will occur if you decide to annotate your screen:

- Takes a snapshot of the screen share.
- Returns you to the meeting room.
- Displays the snapshot with a whiteboard overlay so you can mark it up.

To pause and annotate:

Select **Pause And Annotate** from the Adobe Connect system tray icon menu or the drop-down menu next to the Stop Sharing button at the top right of the shared application.

Adobe Connect takes a screen shot, then returns you to the meeting room with a Whiteboard Overlay on the image.

To leave the Pause and Annotate mode:

- Resume screen sharing—Click the **Resume** button at the top of the Share pod. Focus is returned to a shared application.
- Stop screen sharing—Click the **Stop Sharing** button at the top right of the application you're sharing, or select **Stop Sharing** from the Adobe Connect system tray icon.

# Chat messages and questions

## Sending chat messages

Examples of using chat:

- Attendees can have a discussion during a meeting.
- Attendees ask the presenter questions during a one-to-many presentation.

Chat messages may be sent to:

- Presenter
- Individual attendees

To send a chat message:

1. In the Attendees pane, right-click the attendee or presenter you wish to chat with.
2. Select **Chat**.
3. Enter your question or comment in the text box.
4. Click **Send**. The text box appears at the top of the screen.

# Chat messages and questions

## Sending chat messages

Examples of using the Chat pod:

- Attendees can have a discussion during a meeting.
- Attendees can ask questions of a subject expert so as not to interrupt a meeting.
- Attendees can ask the presenter questions during a one-to-many presentation.

Chat messages may be sent:

- To hosts and presenters
- To everyone
- Privately to a participant, host, or presenter

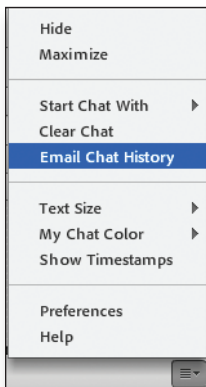
To send a message from the Chat pod:

1. Type your message in the blank text box.
2. Press the **Down Arrow** and choose whom you want to send the message to.
3. Choose one of the following:
  - Press the **Send** button (lower right corner)
  - Press the **Return/Enter** key on your keyboard.

## Saving chat messages

As a host, you can email the chat history to yourself. To do so:

1. Select the **Pod Options** button in the Chat pod.
2. Select **Email Chat History**. The chat history will automatically be emailed to your email address.



Email choice on Chat Pod Options menu

# The Q&A pane

## Understanding the Q&A pane

Presenters are the only ones who can see and respond to questions in the Q&A pane. The Q&A pane lists the question, the name of the person who asked the question, and the time the question was asked. The Q&A log is only available in the Live Meeting service.

The process for using the Q&A pane is:

1. Presenter clicks **Q&A** in the command bar.
2. The Q&A pane appears.
3. Presenter clicks on the **Manage** tab.
4. Presenter chooses a question to answer.
5. Presenter responds to the question he or she would like to answer.
6. Presenter chooses either **Reply to All** or **Reply Privately**.

To chat with an attendee who asked a question:

1. Click the **Manage** tab in the Q&A pane.
2. Click the question you would like to chat about.
3. Click **Chat**.

To answer a question:

1. Click the **Manage** tab in the Q&A pane.
2. Click the question you wish to answer.
3. Write an answer in the text box.
4. Send the answer by choosing one of the following:
  - **Reply to All**
  - **Reply Privately**

# The Q&A pod

## Understanding the Q&A pod

Adobe Connect hosts and presenters can open a Q&A pod that enables attendees to pose questions outside the chat window.

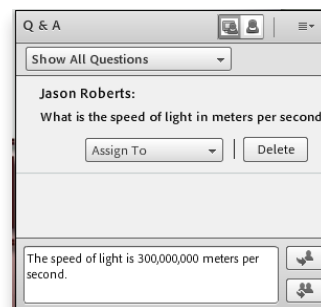
1. Under the **Pods** tab, select **Q&A**. The Q&A pod will appear to all, and hosts and presenters may resize and/or move the pod to any location on the screen.
2. Participants may enter questions.
3. By clicking on the question, hosts or presenters can assign those questions to specific hosts or presenters to be answered.
4. Send the answer by choosing one of the following icons on the right side of the Q&A pod:
  - To everyone
  - To the person who submitted the question

To assign questions to specific hosts or presenters:

1. Select a question.
2. Select a **Host** or **Presenter** in the **Assign To** drop-down menu.

Q&A pod options allow a host or presenter to:

- Show the submitter's name next to a question
- Show the presenter's name next to an answer
- Export the Q&A pod contents as an RTF file or as an email



Assigning questions to others in the Q&A pod

## Selecting and answering questions

The presenter can select and answer questions very specifically.

The presenter should:

1. Select a question in the **Manage** tab of the Q&A pane.
2. Write an answer in the text box.
3. Choose to send the answer to everyone or just to the person who submitted it by choosing **Reply to All** or **Reply Privately**.

To manage the questions:

1. Click the **Manage** tab in the Q&A pane.
2. From this menu, you can choose to:
  - Answer specific questions
  - Chat with a participant
  - Give the floor to the person who asked a specific question
  - Respond to someone who "raised their hand"
  - Dismiss a question
  - View the Q&A log
  - Print or Save the Q&A log
  - Clear the Q&A log



## Selecting and answering questions

The presenter can select and answer questions specifically.

The presenter should:

1. Select a question in the Q&A pod.
2. Write an answer in the text field at the bottom.
3. Choose to send the answer to everyone or just to the person who submitted it by choosing the **Send Privately** icon or the **Send to Everyone** icon on the right side of the Q&A pod.

To manage the questions:

1. Click the drop-down menu in the top right corner of the Q&A pod.
2. From this menu, you can choose to:
  - Show all questions
  - Show only your questions
  - Show open questions
  - Show answered questions
  - Export the Q&A log as either an RTF file or email
3. When a host or presenter clicks on a question, they can assign it to another person to answer, or they may delete it. This is a useful function if the question lacks relevance.

**Note:** A host or presenter can choose to answer the individual who submitted the question or respond to everyone.

**Note:** A host or presenter can assign questions for others to answer.

# Audio and video

## Using audio

In Live Meeting client, presenters can broadcast audio. In addition, you can specify and test your speakers and microphone.

Options for communicating and recording:

- Computer audio
  - Ideal for one-to-many meetings.
  - Must have speakers to listen to the meeting.
  - Must have a microphone if you plan to speak.
  - Not available for Breakout rooms.
- Manual audio conference
  - Used for one-to-many or many-to-many meetings.
  - Meeting organizer sets up conference information and sends it out in the meeting invitation.
  - Live Meeting client will display the conference information by default.
- Integrated audio conference
  - Used for one-to-many or many-to-many meetings.
  - Meeting organizer sets up integrated audio conference before the meeting.
  - Live Meeting calls the participant and the participant is automatically connected to the meeting.
- Internet audio broadcasting
  - Used for one-to-many meetings only.
  - Participants can listen to the broadcast over their computer speakers.



# Audio and video

## Using audio

In Adobe Connect web meetings, webinars, and eLearning sessions, presenters or hosts can broadcast audio. In addition, you can test sound output, select a microphone, tune the microphone, and tune the silence level.

Options for communicating and recording:

### Universal Voice

- Streams audio from both telephone conferences and VoIP to recordings.
- Allows telephone conference attendees and VoIP attendees to communicate with one another.
- Combines telephone conference and VoIP audio for broadcast to all listeners.

### Advanced audio integration with Adobe Connect integrated telephone conferencing partners

- Used for small and many-to-many meetings.
- All attendees have the ability to talk.
- No microphones, headsets, or tuning required.
- Icons next to the attendee's name indicate audio and connection status.
- Audio follows attendees into breakout rooms.

### Voice Over IP (VoIP):

- Ideal for one-to-many meetings where only the host or presenter talks.
- Can be used for many-to-many meetings.

## Using teleconferencing

To join a teleconference by calling the conference number (manual audio):

1. Call the number provided in your email invitation.
2. Supply the participant code when prompted (also provided in the email invitation).

To join a teleconference by having Live Meeting call you (integrated audio):

1. Click **Voice and Video**.
2. Click the **Join Audio** drop-down menu.
3. Click **Call me**.
4. Enter your phone number.
5. Click **Join Conference Call**.
6. Live Meeting will call you and when you answer the call, you will be automatically connected to the meeting.

You can also use the new Conferencing Auto Attendant feature to bridge together computer audio and dial-in participants. When scheduling an Office Live Meeting conference, the organizer can add a conference call number to the conference. Invitees can use any phone to dial into the conference and participate in the audio portion of the conference.

## Using computer audio or internet broadcasting

There are a few options when using computer audio or Internet broadcasting:

- A single speaker
- Multiple speakers simultaneously
- Multiple speakers taking turns at one time
- Turn voice off
- Allow or disable participant broadcast

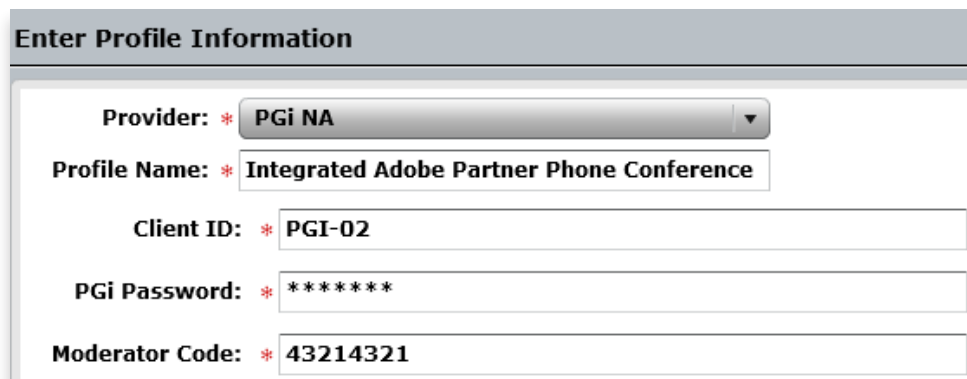
To connect to computer audio or Internet broadcast:

1. The audio should be on by default when you join the meeting. If it is not, click **Voice and Video** and choose **Join Audio**.
2. To mute the speakers or microphone, click the **Mute Microphone** or **Mute Speaker** icon in the Voice and Video pane.

## Telephone conferencing

To enable telephone conferences:

1. Log into Adobe Connect Central.
2. Click **My Profile** at the upper right of the screen.
3. Click **My Audio Profiles**.
4. Click **New Profile**.
5. Select a phone conferencing company that an administrator has made available to you.
6. Enter a **Profile Name**.
7. Click **Save**.
8. Create a new meeting or update an existing one.
9. Click **Edit Information**.
10. Select **Include This Audio Conference with This Meeting** under **Audio Conference Setting**, and select the profile you created earlier.
11. Alternatively, you may click **Include Other Audio Conference with This Meeting** and type the call-in number and passcodes.



**Enter Profile Information**

**Provider:** \* PGI NA

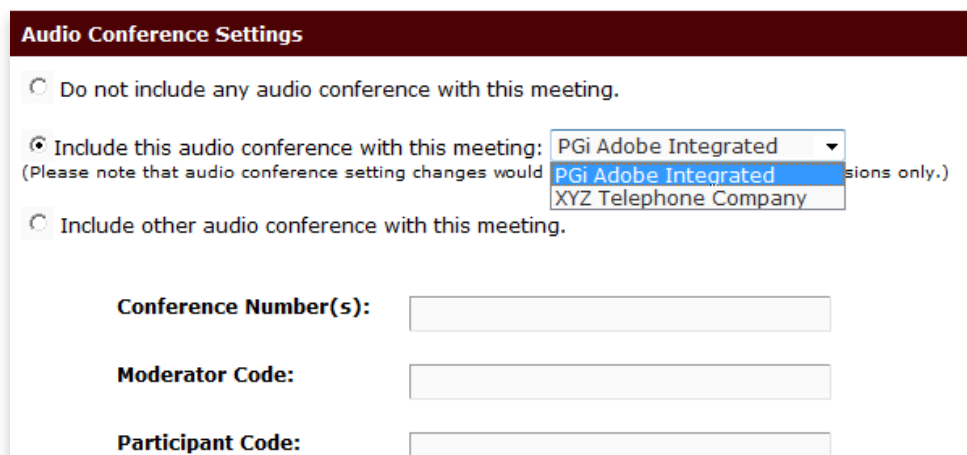
**Profile Name:** \* Integrated Adobe Partner Phone Conference

**Client ID:** \* PGI-02

**PGI Password:** \* \*\*\*\*\*

**Moderator Code:** \* 43214321

Audio profile dialog box



**Audio Conference Settings**

☐ Do not include any audio conference with this meeting.

☒ Include this audio conference with this meeting: PGI Adobe Integrated  
(Please note that audio conference setting changes would require a meeting restart.)

☐ Include other audio conference with this meeting.

**Conference Number(s):**

**Moderator Code:**

**Participant Code:**

Audio Conference Settings on Meeting Information page





## Using VoIP

If you choose **Do Not Include Any Audio Conference with This Meeting** in the Meeting Wizard, VoIP will be the only audio source available.

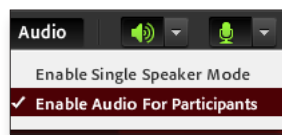
There are several options when broadcasting audio using VoIP:

- A single speaker
- Multiple speakers simultaneously
- Multiple speakers taking turns one at a time
- Turn voice off
- Allow or disable participant broadcast

Host Audio Controls:

Microphone Icon menu

- Connect my audio
- Disconnect my audio
- Mute My Mic



The Host's Audio Menu

Once a host's audio is connected and his or her microphone is enabled, all attendees on a VoIP conference will hear the host.

To use the Audio Setup Wizard to set up your microphone and headset:

1. Select the **Meeting** menu.
2. Click **Audio Setup Wizard**.

There are four steps in the Audio Setup Wizard:

1. Test sound output.
2. Select microphone.
3. Test microphone.
4. Tune silence level.

To broadcast audio from a meeting:

- A host may choose **Enable Single Speaker** mode or **Enable Participant's Audio** from the host's audio menu.
- Individual attendees, including hosts and participants, may now selectively connect their audio and open or mute their microphones via the **Microphone** icon at the top of the screen.

## Broadcasting presenter video

Presenter video is displayed in the Voice and Video pane.

There are two modes of video:

- On
- Off

After you first connect to the meeting, use the **Setup Audio and Video** feature to test your camera and/or webcam:

1. Click **Voice and Video**.
2. Click **More**.
3. Click **Options**.
4. Click **Set Up Audio and Video**.

To broadcast video from the meeting room:

1. Click **Voice and Video**.
2. Click the **Webcam** icon.
3. Click **Start My Video**.

To stop video broadcast:

- Click the **Webcam** icon to stop video.



## Broadcasting host or presenter video

Presenter video is broadcast using the Video pod.

Host, presenters, or participants with enabled video rights may click **Start My Webcam**:

- A preview appears.
- From the **Pod Options** menu, you can choose a different camera or video source.
- You can choose to **Share My Webcam**.

You must have your camera(s) connected before you enter the meeting room.

To stop a video broadcast:

1. Click the **Pause** icon at the lower right of the Video pod to send only a frozen image from the webcam.
2. Click the **Stop My Webcam** button to stop sending a video broadcast (button at top of Video pod).

From the Video Pod Options menu:

1. **Start My Webcam**—Camera is turned on but is not yet broadcasting.
2. **Start Sharing**—Broadcasts your webcam.

From the Video Pod Options menu, you can choose:

1. **Select Camera**—Choose a camera from those connected to your computer.
2. **Start Sharing**—Available if you've started the camera from the button on the Video pod.
3. **Stop My Webcam**
4. **Preferences**—Allows hosts to set video resolution based on bandwidth capabilities.

From the Video icon at the top of the screen you can choose:

1. **Start My Webcam**
2. **Enable Participants Webcams**
3. **Start Sharing**
4. **Preferences**—Allows hosts to set video resolution based on bandwidth capabilities.

**Note:** Adobe Connect enables users to view an unlimited number of video broadcasts during a meeting.

**Note:** All participants can pause any video broadcast on their own computer by clicking the **Pause** icon in the lower right corner of their Video pod. It reduces individual bandwidth loads. A still camera image is displayed when a viewer stops receiving the video feed.

**Note:** If you have more than one meeting room open, the camera will work only in one of the rooms.

## Video options

You can perform certain tasks from the Voice and Video pane when broadcasting video in Live Meeting.

- Start video broadcast.
- Stop video broadcast.
- Mute speakers or microphone.
- Adjust volume of speakers or microphone.
- If the meeting uses Microsoft RoundTable for panoramic video, you can Show Video Panorama from the Voice and Video pane.

In addition, you can use the Webcam icon to perform certain tasks:

- Start video broadcast.
- Stop video broadcast.

## Broadcasting multiple videos

You have the ability to view multiple videos in Microsoft Office Live Meeting. The presenter uses a webcam to display his or her live video feed. Participants can also contribute their own video feed when allowed. When displaying multiple videos, the presenter has control over what webcam will be shown at any given time. The presenter chooses the "View Current Speaker" button in the Voice and Video pane to switch views to different webcams.

To end video broadcast of each webcam:

- Click the **Not Sharing My Video** (webcam) icon in the Voice and Video pane.



## Broadcasting multiple videos

You have the ability to view multiple videos in an Adobe Connect meeting. When displaying multiple videos, you may want a larger Video pod.

Adobe Connect does not have any limit to the number of cameras it can display. You have the option to:

- **Use other pre-built layouts**—Click the **Layouts** button in the navigation bar and choose one of the available options. The **Analysis** layout is a good choice when you are streaming multiple videos.
- **Change the pod sizes and/or create new layouts**—Click the **Layouts** button in the navigation bar and choose the appropriate option.

To end the broadcast of multiple videos:

- Everyone can end their own broadcast.
  - Click the **Stop My Webcam** button at the top of the Video pod.
- Any presenter can end anyone else's broadcast.
  - The presenter can place his or her mouse cursor anywhere on the Video pod and click the "X" that appears in the upper right corner of the video display.
  - Any host or presenter can end all broadcasts by placing a mouse cursor on the video to be stopped and clicking the resulting "X".
- A host can disable a participant's video from the **Video** icon menu at the top of the screen or from the rollover menu in the Attendee pod.

# Sharing files, polls & web links

## Sharing files

In Live Meeting, presenters can upload files to the meeting that attendees have the ability to download. Presenters can upload the files before or during the meeting.

To upload files to the meeting:

1. Click the **Handouts** icon on the command bar.
2. Click **Upload**.
3. Click on the file you would like to upload and click **Open**.
4. Repeat step three above for each file you would like to upload.
5. Close the Handouts dialog box.

To download files in the meeting room:

1. Click the Handouts icon.
2. Click on the file you would like to download and click **Download**.
3. Choose a place on your computer where you would like to save the file.
4. Click **OK**.

# Sharing files, polls, and web links

## Sharing files

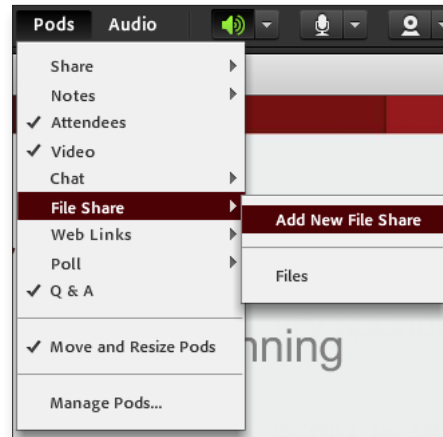
In Adobe Connect, you can use the File Share pod to distribute files to participants from the meeting room. To load files, you need the Adobe Connect Add-in, which enables host and presenter functions.

If a file share pod isn't already part of your layout you can add one by choosing:

Select **Pods > File Share > Add New File Share**

To add files to a File Share pod:

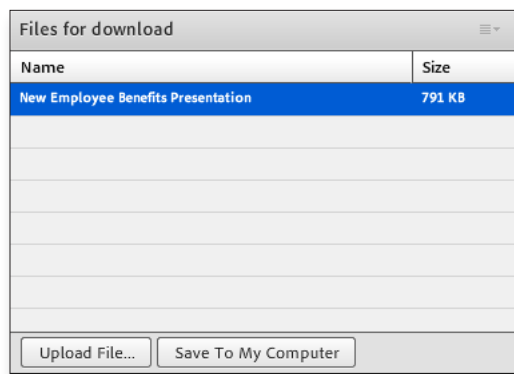
1. Navigate to a File Share pod.
2. Click the **Upload File** button at the bottom of the Share pod.
3. You can upload any file type from your computer or select a file from the Content Library. After you upload files to the File Share pod in a meeting room, those files are associated with your meeting in the Meetings Library.



Pod menu: Adding a new File Share pod

## Downloading files from a File Share pod

Once a file has been uploaded to a File Share pod, a **Save To My Computer** button appears at the bottom of the pod. Attendees can click it and save the file to a location on their hard drives.



File Share pod

**Note:** Meeting participants cannot upload files. If the host wants a participant to upload a file, they must change the person's role to host or presenter or assign them enhanced participants rights for this pod.

**Note:** Hosts and presenters can upload files from their computers or from the Content Library.





## Presenting and collaborating on PDF files

Users are able to present and collaborate on PDF files in the meeting using the Share pod. Presenters and hosts can synchronize the navigation as well as use the whiteboard overlay. The PDF documents are available to share from the desktop or the Adobe Connect Content Library in the same way as all other supported file types including PPT, SWF, FLV, MP3, JPG, etc.

If presenters and hosts choose to operate in a non-sync mode, then participants can download a shared PDF directly from the Meeting window by selecting the Share pod option menu at the upper right of the participant's Share pod view, and selecting **Save As**. A new window appears on the user's computer, allowing the user to select a download location.



Attendee's download message for Share pod PDF files.

There are two ways to desynchronize:

1. Click the **Sync** button at the bottom right of the Share pod, **or**
2. Deselect the **Sync Navigation** choice in the **Share Pod Options** menu. This option is selected by default.

Using the Share pod to present PDF files is more efficient than screen sharing.

Benefits include:

- Better and higher fidelity viewing experience for participants
- Lower bandwidth requirement for presenters as well as participants
- Easier presentation in case of multiple presenters
- Documents can be preloaded and organized in the meeting room
- Easier to collaborate and annotate using the whiteboard

All PDF Viewer events are preserved when a meeting is recorded.

## Sharing polls

Features of Live Meeting Polls:

- A real-time, interactive way to gather, view and track attendee feedback from within a meeting room.
- Polls are inserted into existing content within the presentation.
- Used to ask attendees a question and/or gather feedback about a certain subject.

To create and open a poll question:

1. Click **Content**.
2. Click the presentation to which you want to add a poll.
3. Click **Thumbnails**.
4. Right-click directly above where you want to insert the poll and click **Insert New Page**.
5. Click **Poll**.
6. Click **Content**.
7. Click **Share**.
8. Click **Poll Page**.
9. Type a question and labels of choice.
10. Click **OK**.

To close a poll:

1. In the Content pane, click the presentation from which you want to remove the poll.
2. Click **Thumbnails**.
3. Right-click the poll you want to delete and click **Remove**.

Using multiple polls:

When creating multiple poll questions, you must create multiple slides (Insert New Page) to insert into a particular presentation.

- One poll will be visible at a time. You can choose which one you would like to view at any given time. Click the Content pane on the Sharing controls and choose what presentation you would like to be visible.

To view poll results:

- The results will be visible directly on the poll slide that was inserted into the presentation.

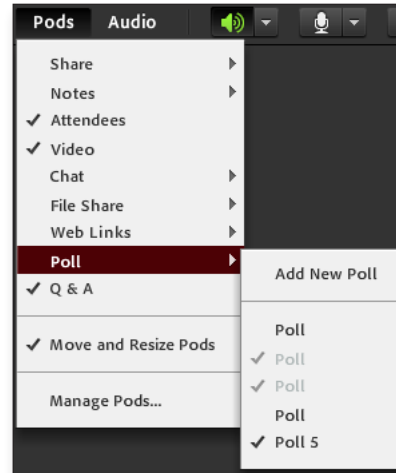
## Sharing polls

Features of Adobe Connect polls:

- Polls are a real-time, interactive way to gather, view, and track attendee feedback from within a meeting room.
- A Poll pod can be used to ask attendees a question.
- It is important to create only one question per poll because it will affect Adobe Connect object tracking.
- You can have multiple polls.
- You should set up the poll before you start the meeting.

To create and open a poll question:

1. Navigate to a Poll pod by selecting either an existing poll or a new Poll pod from the Pod menu.
2. The Prepare button is selected by default.
3. Select the question type.
4. Enter the question and answers. When you are preparing a poll, nothing is broadcast to participants.
5. Click **Open Poll**. When you open the poll, the question is broadcast to all attendees.
6. By selecting **Broadcast Results** Participants will be able to view the percentages in the responses.



Pod menu: Selecting a poll or adding a new one

**Poll 5**

Multiple Choice Open

**Question**

How many angels are on the edge of a pin?

**Answers (One per line)**

a. 100  
b. 2000  
3. 300,000,000

Presenter's view of a poll

**Poll 5**

Prepare View Votes Close

How many angels are on the edge of a pin?

☐ a. 100 0% (0)

☐ b. 2000 0% (0)

☐ 3. 300,000,000 0% (0)

☒ No Vote

☒ Broadcast Results

An open poll awaiting attendee responses



To close and save poll data:

- Click the **Close Poll** button at the top of the Poll pod.

Using multiple polls:

When creating multiple poll questions, you must create multiple Poll pods. Each Poll pod can have only one associated question.

If you are using multiple pods, you have two options:

1. Have multiple pod polls displayed at once.
2. Have one single Poll pod and switch the poll displayed in it.
  - Choose **Select Poll** from the **Poll Pod Options** menu.
  - All Poll pods, are displayed and the visible ones have a checkmark next to them.
  - Select the desired Poll pod.
  - You can have as many polls open as you want, but you must close the poll for the data to be saved.

To name a poll:

When you create a new Poll pod, it is given a default name:

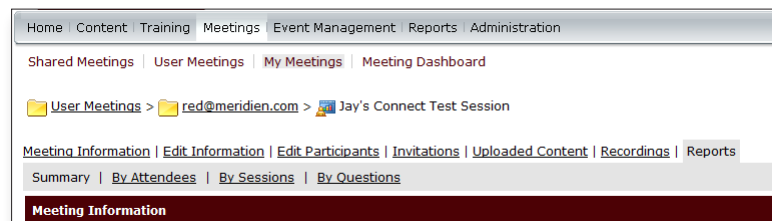
- Poll 1
- Poll 2
- Poll 3, etc.

To rename a Poll pod:

1. Double-click the name of the pod and edit accordingly, or
2. From the **Pod** menu at the top of the screen choose **Manage Pods**.
3. Click **Rename**.

To view poll results:

1. Navigate to your meeting room in Adobe Connect Central.
2. Click **Reports**.
3. Click **By Questions**.



Poll results at **Meetings > Reports > By Questions**

To view the results by answers, click **View Answer Distribution** next to the question.

To view the results by users, click **View User Responses** next to the question.

Meeting Information   Edit Information   Edit Participants   Invitations   Uploaded Content   Recordings   Reports				
Summary   By Attendees   By Sessions   By Questions				
Download Report Data				
Session ▶	# ▶	Question ▶	Reports	
21	1	How many angels are on the edge of a pin?	<a href="#">view answer distribution...</a>	<a href="#">view user responses...</a>

Poll reports by answer distribution or user response

## Sharing web pages

In Live Meeting, there is a collaborative slide called a Web Page that allows you to display a web page to meeting participants. Each participant receives an individual connection to the URL which allows them to roam about the site freely.

Important benefits of using the Web Page collaborative slide:

- Allows attendees to complete a form or survey during the meeting.
- Saves time and mistakes.

To create a Web Page slide:

1. Click the content pane.
2. Click **Share**.
3. Click **Web Page**. The slide is added as new content in the content pane.

To open a web page:

1. Type the URL in the Web Page dialog box.
2. Click **Verify Web Page**.
3. The page will load into the **Web Slide Preview** page after it has been verified.
4. Click **Create Web Page** at the top of the **Web Slide Preview** page.

To remove links:

- Click the **End sharing and return to Live Meeting** icon on the Sharing controls.

## Sharing web pages

Using the Web Links pod, hosts and presenters can force automatic browsing of web pages on attendee computers.

Important benefits of using the Web Links pod:

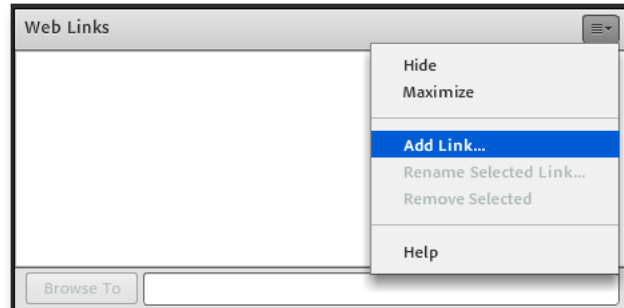
- Allows attendees to browse websites without typing the URL themselves
- Saves time and avoids mistakes

To create a new Web Links pod:

1. Click **Pods**.
2. Choose **Web Links**.
3. Click **New Web Links Pod**.

To add a web page to the Web Links pod:

1. Select **Add Link** from the **Pod Options** menu.
2. Enter the URL path and assign it a name.
3. Click **OK**.



Web Links Pod Options menu

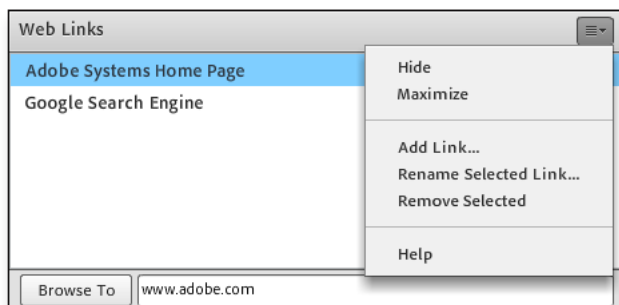
To open a web page:

1. Highlight the name of the web page by clicking it in the Web Links pod.
2. Click **Browse To** in the Web Links pod.
3. The web page will open in a new browser window, and the active link will also be displayed in the Web Links pod on the participant's computer.

Once the link is pushed, participants have full control over the window. Use screen sharing if you wish to share a web browsing experience.

To remove, add, or modify links:

1. Click the **Web Links Pod Options** button.
2. You may choose **Add Link**, **Rename Selected Link**, or **Remove Selected**.



Modifying Web Links pod content

# Breakout rooms

## Breakout rooms

In Live Meeting, the presenter has the opportunity to take advantage of Breakout rooms to break a larger group into several smaller groups without actually leaving the meeting room.

Features of the Breakout room:

- Create an unlimited number of rooms.
- Presenters can manually or automatically assign and move attendees to different rooms.
- Presenters can view individual rooms.
- Computer audio is not available in Breakout rooms.

Breakout rooms are launched by the presenter from the main meeting room. To launch a Breakout room:

1. Click **Attendees**.
2. Click **rooms**.
3. Specify the number of rooms you would like to create.

To use the Breakout room, the presenter can perform the following tasks:

- Assign attendees to any of the Breakout rooms.
- Add additional Breakout rooms.
- Distribute attendees evenly among the Breakout rooms.
- Return everyone to the main meeting room.
- Delete contents of Breakout rooms.
- Delete all Breakout rooms.
- Begin and end Breakout Sessions.

# Breakout rooms

## Breakout rooms

In an Adobe Connect meeting, the host has the opportunity to take advantage of Breakout rooms to break a larger group into several smaller groups without actually leaving the meeting room.

Features of the Breakout room:

- Hosts can create up to 5 separate Breakout rooms.
- Hosts can assign and move attendees to different rooms.
- Hosts can jump from room to room.
- Hosts can display pods from every Breakout room in the main meeting room or any other Breakout room.
- Hosts can return everyone to the main meeting room.
- Hosts can reset Breakout rooms.
- Hosts can clear all Breakout rooms.
- Hosts can begin and end Breakout sessions.

To launch Breakout rooms:

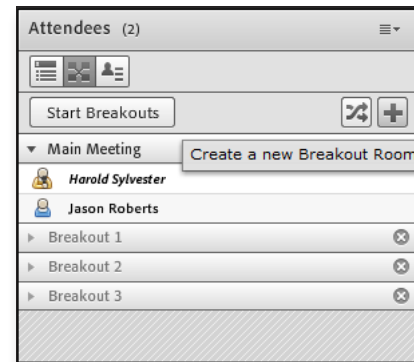
- Breakout rooms are created from the attendee panel. In the upper left of the panel are three icons. The default view is the Attendee List. Clicking the **Breakout room** icon presents you with a default of three breakout rooms. You can add another breakout room by clicking the **Plus Sign** icon.

Assigning attendees:

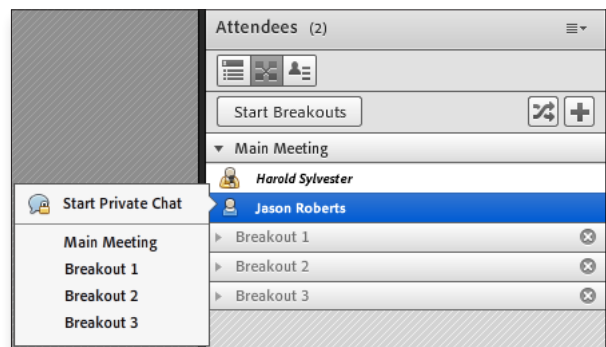
- By rolling a mouse cursor over an attendee's name, hosts can move the attendee into breakout rooms or back to the main meeting room.
- With large groups, hosts may choose to use the Evenly Distribute icon, to the left of the Plus icon, to connect attendees to breakout rooms.
- The Breakout room inherits the layout and the content from the main meeting room at the time the breakout room is created.

Communicating in a Breakout room:

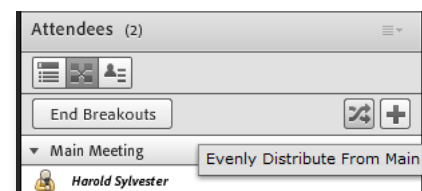
- If audio is VoIP, then the VoIP splits into separate VoIP rooms in each breakout room.
- If audio is a conference call, certain audio integration partners will allow for the call to split into separate conference calls for each breakout room and then back again to the main meeting room.
- Hosts can jump to different breakout rooms and back to the main meeting, assigning themselves to the room when they roll their mouse cursor over their names.



Host start Breakout rooms



Hosts assign attendees to Breakout rooms individually



Hosts can automatically distribute all attendees evenly to all Breakout rooms

To add Breakout rooms:

You can add an unlimited number of Breakout rooms.

1. In the Attendees pane, click **Options**.
2. Click **Add Breakout room**.

To assign attendees to Breakout rooms:

1. To manually assign participants, choose **Manually Assign**. Choose a name from the Attendees pane, click it and then drag it to a particular room. Click **Start** in the Attendees pane.
2. To automatically assign, click **Start** in the Attendees pane.

To begin a Breakout session:

- In the Attendees pane, click **Start**.

When the presenter begins the breakout sessions and moves attendees to a Breakout room, the participants will see a transition page indicating that they are entering a Breakout room.

In the Breakout rooms:

- Computer audio is not available.
- If you are using Internet Audio Broadcasting and you are using the **Seating Chart View**, then the **rooms** menu will be disabled and you cannot create the Breakout rooms. To create the rooms, click the Attendees pane, choose **View** and click **List**.

Communicating in a session:

- Breakout rooms work just like the main meeting room.
- Presenters can move attendees to different Breakout rooms or back to the main meeting.
- Presenters can add or delete a room at any time.
- Presenters can clear the contents of any or all Breakout rooms at any time.

Sharing content the main session:

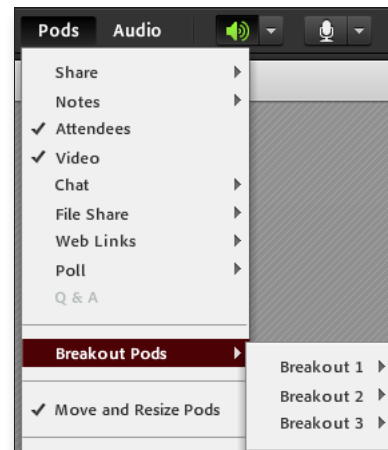
Once back in the main session, the discussion can continue. The documents previously being shared are still available for sharing.

To end a Breakout session or clear a Breakout room:

1. In the Attendees pane, click **Stop**.
2. Click **Options**.
3. Either click **Delete Contents of All Breakout rooms** or click **Delete all Breakout rooms**.

### Communicating in a session:

- Hosts can send notification messages to all rooms by selecting **Broadcast Message** from the **Attendee Pod Options** menu.
- Attendees can send messages to hosts through a chat dialog box at the bottom of the Breakout room participants list.
- Breakout rooms work just like the main meeting room without additional layouts.
- Participants are promoted to presenters in the breakout rooms.
- Hosts can move attendees to different breakout rooms or back to the main meeting.
- Hosts can open Breakout room pods from other breakout rooms for participants to view only by selecting **Breakout rooms** from the **Pods** menu and then the specific room to view.



Host can bring a Breakout room into the main conference

### Sharing content in the main session:

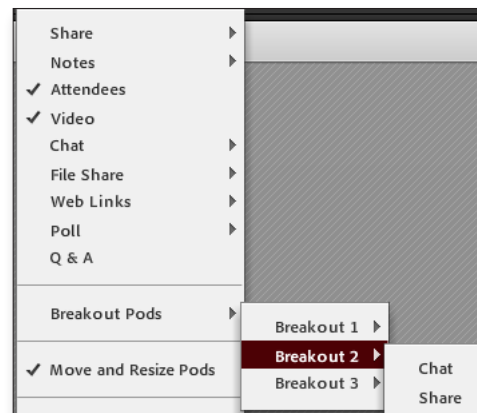
Once back in the main session, the discussion can continue. If shared documents were present when the breakout session was closed by a host, then those documents can be shared in the main session.

1. Select **Pods > Breakout Pods > your breakout room number** and then either the chat window content or the share window content from the breakout room can be displayed.
2. Select the content you want share in the main meeting room.

### To End a breakout session:

Click the **End Breakouts** button at the top of the attendee panel.

- From the attendees perspective, they are all back in the main meeting room.
- Attendees remain assigned to their breakout rooms until moved, even if the breakout sessions have ended. To remove their Breakout room assignments, the host rolls a mouse cursor over their name in the Attendee List and selects **Main Meeting**, or the host can reassign the attendee to a different meeting room.
- Breakout rooms maintain their state until changed.
- Breakout rooms can be removed by selecting **Remove All rooms** from the **Attendee Pod Options** menu.



After Breakout rooms are closed, hosts can bring Breakout room Share pods or Chat pods into the main conference.



# 6. Additional features of Adobe Connect

## Lesson overview

Topics covered in this lesson:

- Connection properties
- Sharing content for Adobe Flash technology



# Connection properties

## Setting and viewing connection properties

Hosts have the ability to set meeting room connection and display properties to provide best viewing opportunities for all attendees and which take attendee bandwidth connections into consideration.

Select **Meeting -> Preferences -> room Bandwidth** to set a bandwidth value that's consistent with those participating in the session. For example, selecting **LAN** would be appropriate for an internal organization meeting where everyone is connected on the organization's intranet. **DSL/Cable** is a good choice if it's not clear what bandwidth attendees are using. A Modem would be used if you know some attendees are connected through a dialup system.

Select **Video** from the **Preferences** menu and you can increase video quality or reduce it depending upon bandwidth considerations.

Select **Screen Share** to optimize attendees experience when viewing presenter and host presentations of desktops and applications. Adobe Connect provides flexibility to choose the appropriate frame rate and quality parameters to suit the content being shared. Higher frame rate and quality both lead to increased bandwidth requirement for attendees. Depending upon the type of content being shared and bandwidth considerations, you can choose appropriate values for the best experience. For sharing a slide show, a lower frame rate and high quality can be used, while presenting a demo where exact mouse movements need to be captured, a higher frame rate with a lower quality setting would be better.

A host or a participant can check the connection status by looking at the following room status indicators located in the upper right corner of the meeting room:

- Green = Good connectivity.
- Green half bar = Weak signal strength.
- Gray twirly icon = Network disconnect.

Clicking on the **Connection Status** icon will produce an on-screen notification indicating the exact connection parameters.

Attendees may also select **Help -> Troubleshooting**. A connection test web page opens which will advise attendees about the bandwidth of their connection.



# Sharing content for Adobe Flash technology

## Sharing Adobe Presenter content

Adobe Presenter is an add-in that works directly with Microsoft PowerPoint to turn ordinary slide presentations into multimedia self-running presentations in Flash SWF format. With Presenter, non-technical subject matter experts can create meaningful learning content for delivery in Adobe Connect eLearning courses, web meetings, and webinars.

The Presenter Add-in to Microsoft PowerPoint allows content developers to add narration to slides; add time narration to animated slide content; add video from webcams or other sources; and create interactive quizzes, tests, and surveys. Courses created in Presenter may be tracked in Adobe Connect's Learning Content Management System, and they are also SCORM and AICC compliant for integration with most Learning Management Systems.

## Sharing video for the Adobe Flash Player

Adobe Connect can display video for the Adobe Flash Player (FLV files) in a meeting, event, or training room. FLV is a video format that can be played back by the Adobe Flash Player.

Adobe Flash Player lets you easily put video on a web page in a format everyone can view. There are no additional plug-ins or software that are needed.

Adobe Flash Player gives you the ability to:

- Build custom video players that match your site design
- Integrate the video with other Flash features like animation, text, and interactivity

To load FLV files:

1. Select an **FLV** file to share in the Share pod.
2. When the FLV is loaded, a video control bar appears for the host or presenter.

There is a FLV control bar. FLVs do not begin playing automatically.

If the FLV file has audio, it is broadcast to all participants.

FLV files always have synchronized navigation. You cannot disable it because there is no Share pod Sync button.

**Note:** FLV files are loaded at different speeds for different computers.

## Sharing content for Adobe Flash technology

Adobe Connect is a Flash technology powered environment. As result it handles SWF files seamlessly. To upload a SWF, treat it as any document stored on your hard drive that can be displayed in Adobe Connect. SWF files are imported by clicking **Share My Screen** in the middle of the Share pod and then selecting Share Document. The document may also be located on the Connect Library.

All the interactive features you've built into your SWF file are available to hosts and presenters. Movies for the Adobe Flash Player that were built using the Adobe Collaboration Builder Software Developer's Kit allow all interactive Flash features to be independently available to each attendee in a meeting whether they are participants, presenters, or hosts.

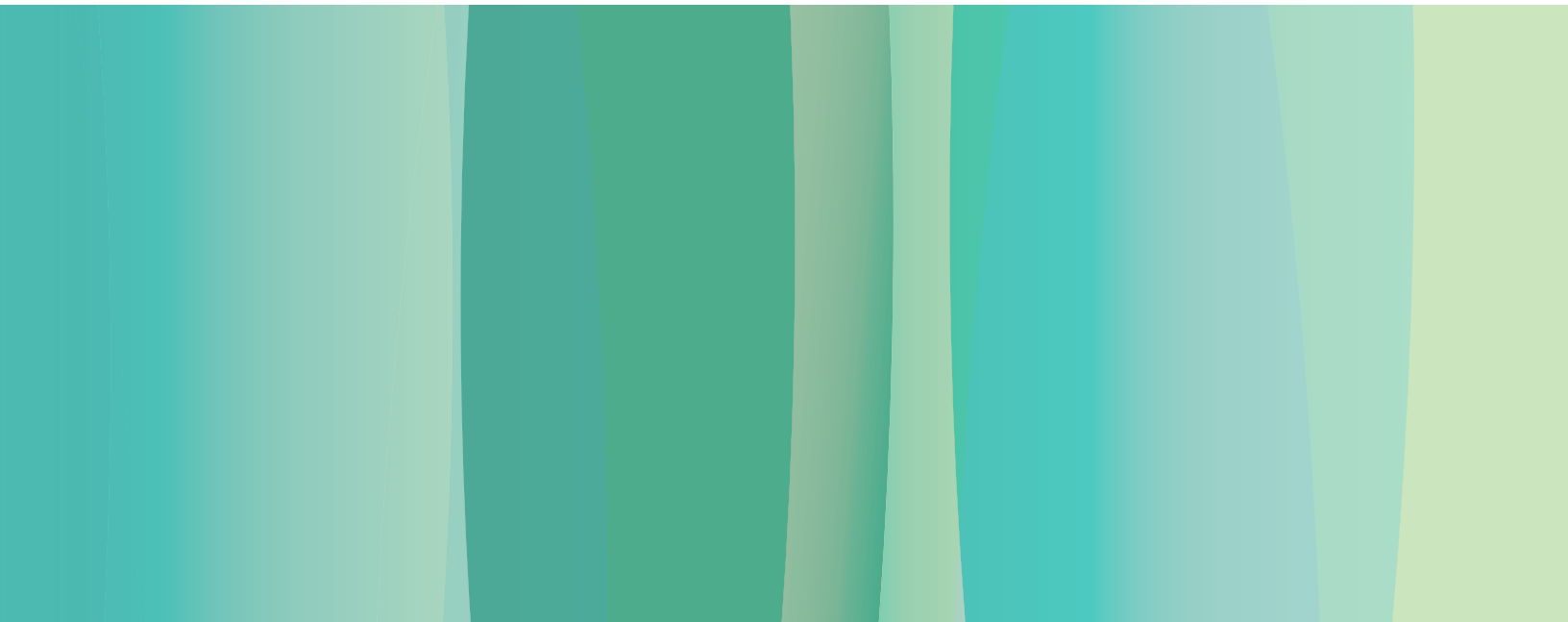


# 7. What's new in Adobe Connect 8

## Lesson overview

Topics covered in this lesson:

- Easier to use
- Better collaboration
- Richer audio and video experiences
- Improved access and extensibility
- Increased security and enterprise support



## Easier to use

A primary focus of Adobe Connect 8 is usability. With a new, simplified interface featuring enhanced layouts and better organized controls, accessibility functions, and one-click sharing, Adobe Connect is now more powerful and easier to use. New usability features include:

- **Simplified user experience**—Use Adobe Connect more intuitively. With the new user interface, you can easily discover all available functions and features through better organization and prominent display of the most important and frequently used controls and capabilities.
- **Enhanced audio and video controls**—Access audio and video controls centrally. Audio and video controls are prominently displayed and logically organized at the top of the meeting bar. All related capabilities are now centralized and easily accessible directly from each control.
- **Unified attendee management**—Access all participant management functions from the Attendee pod. Hosts can change participant roles using simple drag and drop and assign video, audio, or screen-sharing rights using mouse-over controls. Presenters can quickly get the vote count using the new status view, and easily control breakout sessions using the new breakout view.
- **Optimized screen use**—Size your screen area for your optimum viewing. The meeting interface rescales intelligently to provide optimum viewing experiences for any screen size or resolution. Presenters can now size their own version of the presenter-only area individually without impacting the view of other presenters.
- **Improved accessibility**—Navigate the Connect 8 interface completely via keyboard. Several hot keys are also supported for direct access to important functions and capabilities. Significant improvements in screen reader compatibility include JAWS and Win-Eyes support and accurate focus-location tracking by screen magnification software.



## Better collaboration

To collaborate effectively, dispersed teams need to be able to share ideas and communicate freely, as well as capture decisions and results. With Adobe Connect 8, collaboration capabilities are now more flexible and robust, enabling teams to drive better results. New collaboration features include:

- **Advanced chat**—Organize chat into separate tabs for public and private conversations and reduce errant chat messages. Participants can choose the color and text size of their chat messages. Hosts can control whether private chats are allowed in a meeting room.
- **Rich Notes pod**—Use rich formatting capabilities in the Notes pod, such as bold, italics, multiple colors, and bullets. The Notes pod also includes productivity and accessibility improvements like support for keyboard shortcuts. Hosts can save notes as an RTF file on their local drive and then email them to multiple participants directly from the Notes pod interface.
- **Simplified Q&A pod**—Easily manage questions between multiple presenters during meetings. Presenters now have their own view for managing and answering questions and can assign/reassign questions, see who is answering, and answer the question privately or publicly. Participants have a separate view to ask questions and see answers.
- **Enhanced whiteboard**—Collaborate more effectively with enhanced whiteboard tools. In addition to the standard shapes available, you can create custom shapes and add text to shapes with just a double-click. The whiteboard can also be used in the overlay mode on top of a shared document to zoom and pan along with the document.

## Richer audio and video experiences

Adobe Connect 8 allows you to provide rich multimedia experiences to your participants with integrated audio and video conferencing. New features include:

- **Two-way universal voice**—Bridge the audio from virtually any audio conferencing provider into an Adobe Connect room and provide two-way communication between VoIP and telephone audio to deliver richer experiences for all participants.
- **Video conferencing integration**—Leverage existing investments in video conferencing solutions by integrating your video telephony devices supporting SIP/H.264 with the Adobe Connect platform (for on-premise deployments only). With this new feature, meeting hosts now have the option of bringing a live audio/video broadcast stream directly into an Adobe Connect meeting room.



## Improved access and extensibility

Busy professionals working on multiple projects with global teams need the ability to track down key people, instantly collaborate, and come up with responses quickly to meet project milestones. The optional Adobe Connect desktop client allows workers to do just that. Plus, new and enhanced plug-ins for Microsoft Outlook, Adobe Creative Suite® 5, and Microsoft Communication Server clients improve productivity, as does an enhanced collaboration SDK. Access and extensibility features include:

- **New optional desktop client**—Set up and manage meetings more easily with the new optional Adobe Connect Desktop Adobe AIR® client. Invite participants to meetings right from their desktop. You can also instantly search for archived Adobe Connect sessions and download and playback recordings offline.
- **New and enhanced plug-ins**—Use the Microsoft Outlook add-in to schedule meetings from your Microsoft Outlook contacts based on their Exchange Free/Busy time. Using Microsoft Office Communicator, you can see when contacts are online and available, then invite them to meet using their existing IM clients, or via the Adobe Connect desktop AIR client.
- **Enhanced collaboration SDK**—Write to more than 100 Adobe Connect APIs to customize the user interface, extend security features, or add virtually any functionality to Adobe Connect you desire. The new SDK also supports Flex, Adobe Flash technology, and Adobe ActionScript® 3 for richer, more dynamic interactions and even more engaging online collaboration.

## Increased security and enterprise support

Adobe Connect 8 is web conferencing for the enterprise. With strengthened security capabilities and improved support for virtualization and meeting resiliency, Adobe Connect is even more suited for enterprise deployments. New features include:

- **Passcode-protected meeting rooms**—Set and manage passcodes over some or all meeting rooms to better manage participants and control meeting access. Hosts can set and reset passcodes which participants are required to enter upon login, protecting sensitive information.
- **Session management**—Manage meeting session length for strengthened security and finer grained control of user sessions. Allow users to hold sessions for as long as necessary, while ensuring that idle sessions time out, reducing the risk of unwanted meeting access.
- **Thin-client support**—Provide rich-media collaboration in virtualized environments with support for Citrix XenApp 6. Improved delivery and performance of Adobe Connect 8 on Citrix XenApp 6 enables organizations to deploy rich, engaging web conferencing software throughout the enterprise while enjoying the lower TCO and increased agility of thin-client virtualization.
- **Ubuntu 10 add-in**—Experience full-featured meeting host capabilities with a new add-in for Ubuntu Linux® users. Now Linux users have the same capabilities Windows and Mac users do when hosting meetings.







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